WASTE ACCEPTANCE POLICY

INTRODUCTION

The re3 Recycling Centres are for Bracknell Forest Council, Reading Borough Council and Wokingham Borough Council residents to bring their own household waste to be re-used, recycled, composted or disposed of.

This policy provides information on the types of vehicle you might use to deliver waste and also the following types of waste that you may bring to one of the re3 Recycling Centres:

- Household Waste
- 'DIY Waste'
- Asbestos
- Gas Bottles

Waste from traders, landlords or property developers is not permitted at the Recycling Centres.

We want to re-use, recycle and compost as much of the waste re3 residents bring to the Recycling Centres as possible because those treatments are almost always cheaper and better for the environment. Waste disposal is costly and, to help deliver savings, the re3 Councils are committed to making savings on waste services. You can help to reduce costs by helping us to re-use, recycle and compost your waste when you visit one of the re3 Recycling Centres.

The re3 Recycling Centres are at Longshot Lane in Bracknell and on Island Road in Reading.
Please load your vehicle safely and try to separate your waste before you visit a Recycling Centre so you can put it in the right place. Dangerously overloaded vehicles may be refused access to the site.

VISITING THE RECYCLING CENTRES

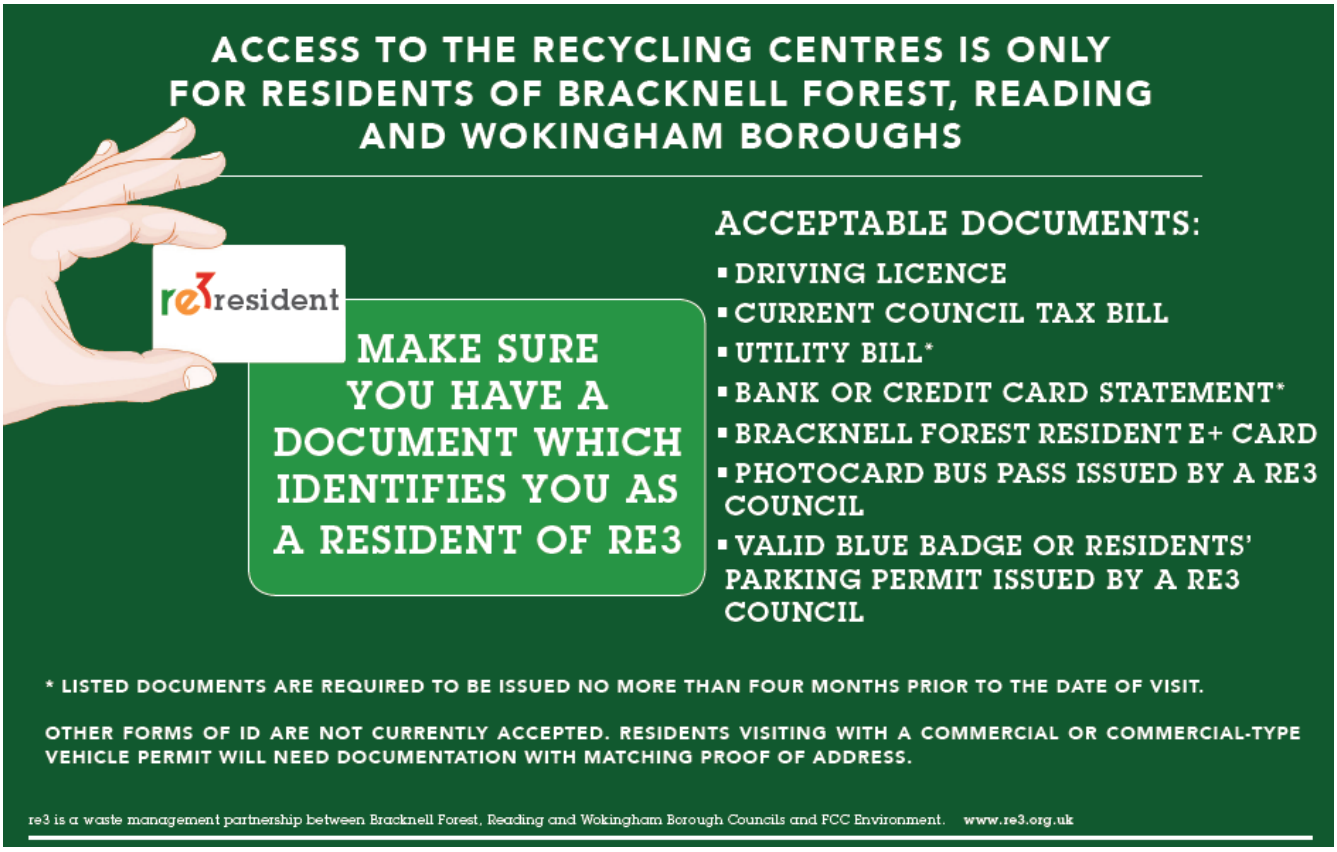
There are **four things** you need to consider before you visit.

1. To help ensure safe and efficient operation at the re3 recycling centres residents need to book a time slot to use the sites.

Our ‘Click and Tip’ recycling centre booking system is open for re3 residents to select a date and time to visit their nearest site and you can book up to 7 days in advance.

2. If you pay your Council Tax to either Bracknell Forest Council, Reading Borough Council or Wokingham Borough Council, you are a re3 resident and you are allowed to visit the re3 Recycling Centres.

   When arriving at the site you will be asked to present proof of residency in the form of one of the documents set out below.



Please note that the documentation used to prove residency in the re3 area must match you and your vehicle and be within its expiry date, where applicable. For example, the vehicle registration number shown on a parking permit would need to match the registration number of the vehicle you use to visit the recycling centre. **Please also note that proof of residency must show your full address when you are disposing of ‘DIY’ wastes at the Recycling Centre.**

We are able to accept electronic versions of any full, original documents, listed above, as proof of residency, where these are received in electronic form. However, we are unable to accept photos of documents or email confirmations.

Where Students of the University of Reading don’t have one of the documents above to show their term time residence in the re3 area, a Student Campus Card will be accepted.

As of 1st February 2020, re3 resident's permits (the orange windscreen stickers) are no longer acceptable as valid proof of address. If you still own one, please discard it.

If you are not a resident of one of these councils, please do not come to the re3 Recycling Centres as access will not be permitted. Please contact your own council to find out what services they provide.

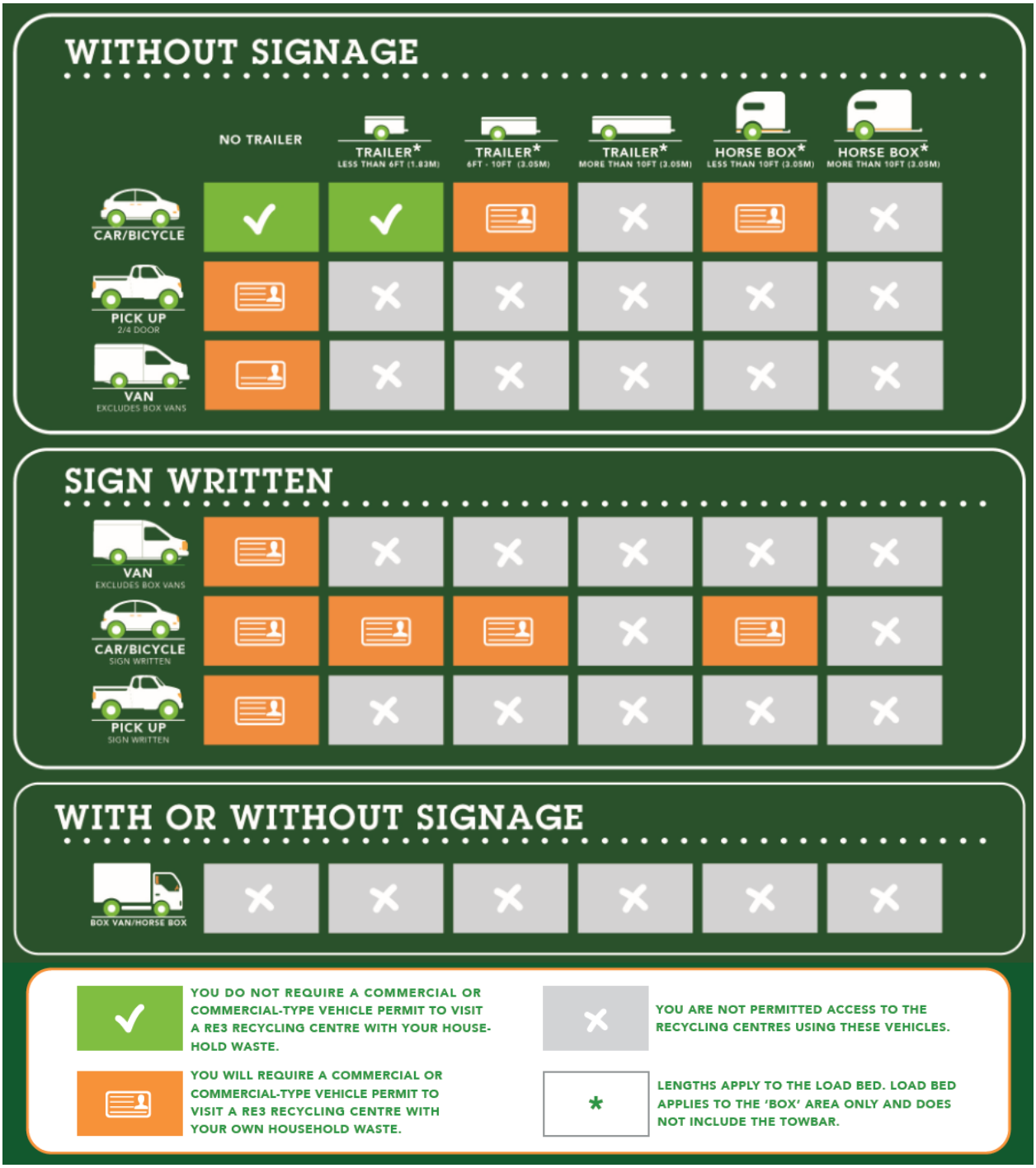
3. If you own, or are borrowing or hiring, a commercial (or commercial-type) vehicle and want to use it to bring your household waste to the Recycling Centre, you will need to apply for a commercial vehicle permit. Please see the pictures below to see whether you need a permit for your vehicle.

   Vans and pick-ups are defined as a vehicle with one or more of the following features:

   - No rear side facing windows.
   - No, or missing, rear seats.
   - An open back.
   - A back that is separate to the main cab area.
   - Designed to carry goods rather than people.

   A commercial vehicle permit is not required for camper vans where the interior is fitted with permanent living arrangements.

   Please note that disabled users will not be required to apply for a permit for a disability adapted vehicle.



The health and safety of site users is our top priority. Some larger commercial vehicles or vehicle combinations pose a risk to other site users because of their size and are therefore not permitted in the Recycling Centres.

To apply for a permit, please select your vehicle type from the drop-down list when making a booking via our 'click and tip' webform. You will then be asked a few additional questions and the permit will form part of your booking when you submit the form.

A permit provides permission to visit the Recycling Centre in a commercial or commercial-type vehicle only. Even with a permit you are only entitled to deposit household waste and recyclables. Trade waste is not permitted.

We will review the number of visits made by individual residents and/or vehicles to the Recycling Centre and we may contact you if it appears that the number of visits you or your vehicle make might suggest activity more like that of a trader than a householder.

If you are hiring a commercial or commercial-type vehicle, for less than three days and you do not know the vehicle registration at the point of booking your visit, you will need to bring the hire agreement with you to the Recycling centre and show it to the staff.

4. While Councils have to provide Recycling Centres for their residents to re-use, recycle and dispose of household waste free of charge, some waste from construction and demolition wastes, including preparatory works, is classed as industrial waste. As such, the cost of disposing of this waste is not covered by council tax and a small charge will be made for it at the Recycling Centres.

   Construction and demolition waste includes items from DIY works such as the repair and alteration to households and waste created from landscaping or garden alterations.

   At re3, DIY waste is classed under the following categories:

   - Rubble - including concrete, granite, bricks, gravel, sand, tiles
   - Soil - from landscaping activities
   - DIY Bathroom items - including sanitary items and cabinets
   - Plasterboard or gypsum
   - DIY Kitchen items - including sinks, cupboards and worktops
   - DIY Wood - including fencing units, shed panels and flooring/decking
   - Windows and doors
   - Roofing materials - including guttering, felt and insulation
   - DIY Asbestos

   re3 households are able to deposit up to 400L of ‘DIY waste' or four large items up to 200cm x 75cm x 70cm, without charge, in a four weekly period; as this is deemed to be household waste under Government legislation.

   Please use the table below to help you in assessing the volume of your waste.

Vehicle Type	Boot Capacity in Litres (Approx)
City Car	250
Hatchback	400
Saloon	500
Estate/SUV	650
MPV	800

Charges also apply for some gas bottles.

‘DIY Wastes’

On arrival at the Recycling Centre, meet and greet staff will inspect the items you wish to deposit and review your recent deposits. The process we will use is shown below. Please segregate your chargeable wastes to reduce waiting times.



The full list of chargeable items is shown below.

RUBBLE & SOIL

Item	25L	Each	Price
Bags of hardened cement	✓		£3.20
Bricks & rubble	✓		£3.20
Hardened concrete	✓		£3.20
Roof tiles/slates	✓		£3.20
Stones/gravel/sand	✓		£3.20
Soil	✓		£3.20

Paving slabs	✓		£3.20
Drain/sewer pipe		✓	£3.20
Fence posts		✓	£3.20
Granite worktop		✓	£3.20

BATHROOM DIY

Item	25L	Each	Price
Bath panel		✓	£3.20
Pedestal		✓	£3.20
Sink		✓	£3.20
Tiles	✓		£3.20
Bath		✓	£3.20
Cabinets		✓	£3.20
Bidet		✓	£3.20
Toilet cistern		✓	£3.20
Toilet pan		✓	£3.20
Shower screen		✓	£3.20
Shower tray		✓	£3.20
WC & cistern		✓	£3.20

PLASTERBOARD

Item	25L	Each	Price
Plaster or gypsum	✓		£1.60

KITCHEN DIY

Item	25L	Each	Price
Sink		✓	£3.20
Tiles	✓		£3.20
Cupboard		✓	£3.20
Worktops		✓	£3.20

TIMBER

Item	25L	Each	Price
Floorboards/laminate	✓		£3.20
Fence panel		✓	£3.20
Fence post		✓	£3.20
Skirting/frames	✓		£3.20
Shed panel		✓	£3.20
Wood chippings	✓		£3.20
Wood decking	✓		£3.20
Internal door		✓	£3.20

WINDOWS AND DOORS

Item	25L	Each	Price
Greenhouse panel		✓	£3.20
Window		✓	£3.20
Loose pane		✓	£3.20
Window frame		✓	£3.20

ROOFING MATERIALS

Item	25L	Each	Price
Loft insulation	✓		£3.20
Roofing felt	✓		£3.20
Guttering/pipes		✓	£3.20
Roof felt tiles	✓		£3.20

ASBESTOS

Item	20kg	Price
Asbestos	✓	£8.40

Items such as soil, gravel or wood chippings will be charged by 25L bag, or equivalent. For loose loads, or different sized containers, an equivalent number of 25L units will be estimated.

If a free allowance applies, the cheapest item will be free. Bags of mixed hardcore and rubble are acceptable. There is no charge for metal DIY items.

Site staff have been provided with guidance on how to accurately assess your chargeable waste on this basis, and their decision on charges will be final.

These prices are based on current disposal costs and are subject to change.

Payment can be made on-site by card payments only. If you do not have a credit or debit card, please note that prepaid cards (such as those available via Payzone outlets) are also accepted. Please note that we are unable to accept payments by American Express.

You will not be allowed to dispose of any chargeable materials before payment has been made and you will not be allowed to deposit any item that the site staff believe to contain asbestos until it is booked in, weighed and paid for following the procedure set out below.

If you do not wish to use the service provided at the Recycling Centres other options available include hiring a skip or taking the waste to a private waste management company.

Please do not place DIY waste in your dustbin or allow it to be fly-tipped.

Please also remember to check whether your vehicle requires a commercial-vehicle permit and that waste from traders, landlords or property developers is not permitted at the Recycling Centres.

Asbestos

If you wish to bring asbestos to site, please make a click & tip booking. Bookings must be made between the hours of 8:00 – 16:00 Monday to Friday or 8:00 – 12:00 Saturday. Please then call re3 on 0800 988 3023 to advise them of the time of your booking. If you wish to deposit asbestos on a bank holiday, please call to enquire whether bookings are being taken.

You will be required to weigh your asbestos in at the site weighbridge and directions will be provided when you call. Your waste will be weighed to the nearest 20kg and this is also the minimum charge.

	Bonded Asbestos
	Inc. VAT
Per 20 kg	£8.40

The secure asbestos container has doors which are 1300mm x 700mm. Please ensure that your asbestos items could fit through these doors and into the container safely. If your asbestos items are larger than this, then please do not break them apart. Please call the re3 office on the number above and they will advise.

Asbestos is extremely harmful to health and disposing of it is at your own risk. You are advised to always wear a mask and gloves when handling asbestos. It's best if you can avoid breaking-up the sheets and please ensure that they are damped down with water. You must double wrap asbestos in thick, durable plastic sheeting (such as builder's rubble bags) and seal well before bringing it to site. Alternatively, you may want to use a licenced waste company to dispose of asbestos for you.

Asbestos Testing

If you have submitted a material sample for asbestos testing, it will have been examined by a certified laboratory to confirm whether or not asbestos is present. Once testing is complete, the laboratory issues an analysis certificate and assigns a unique reference number to the sample. This same reference number is stamped directly onto the tested material so it can be identified during disposal.

When bringing material that has been confirmed not to contain asbestos to our site, please:

- Bring the original asbestos test certificate.
- Ensure the stamped reference number on the material is clearly visible.
- Make yourselves known to a member of staff on arrival so the load can be checked and verified.

Our staff will use the stamped reference number to confirm that the certificate matches the material being presented. This process ensures that all materials have been properly tested and confirmed as non-asbestos.

If the stamped reference number is missing or unclear, our staff are required to follow precautionary procedures and treat the material as asbestos.

Gas Bottles

Gas canisters usually remain the property of the supplier and are often collected free of charge from your home.

For more information please contact:
Calor Gas – 01189 331 604
BOC Cylinders – 0800 111 333

If you wish to deposit a gas canister at the Recycling Centre for re3 to arrange collection, charges may apply.

The cost of depositing refillable gas bottles at the re3 Recycling Centres is as follows:

	Gas Canister
	Inc. VAT
Per Item	£3.00

Disposable (non-refillable) cylinders are accepted free of charge.

The re3 Partnership does not accept gas canisters over 15kg, air cylinders or SCUBA bottles.

OUR POLICY ON OTHER TYPES OF WASTE

The Waste Acceptance Policy outlines limits on certain types of waste that can be taken to the re3 Recycling Centres. These limits are designed to prevent businesses bringing waste to the centres at the tax payer's expense.

Fridges and Freezers	Any domestic fridge or freezer, up to the maximum size of an American style upright fridge can be brought to site.
Animal and Pet Waste	Maximum of 2 bags from domestic animals only. Waste from livestock and stabling is not accepted.
Tyres	Maximum of 4 car tyres.
Fire Extinguishers	Maximum of 2 per household (Up to and including 2kg/3L only).
Chemicals	Maximum of 2 litres of household and garden chemicals per day.

If you have water-based paint that is not usable, or a tin than is less than half full, please harden the paint before taking it to the Recycling Centre for disposal. Either the lid can be removed so that the paint dries out, or sand, sawdust or paint hardener can be mixed in so that the paint solidifies. Reusable paint, in tins which are at least half full, continue to be accepted for the re3Paint community reuse scheme.

TRADE WASTE

Trade waste is defined as waste arising from any trade, business, industrial or commercial activities. Anyone who produces waste from their work, including landlords, or has received payment for carrying waste cannot take this waste to the Recycling Centre without a valid trade waste permit.

The cost of commercial waste disposal is not included in your business rates. This is because different businesses produce different types of waste and it is fairer to charge each organisation for the waste it actually produces. Businesses can pay to dispose of waste at the Transfer Stations located next to the re3 Recycling Centres in Bracknell or Reading or at another licenced site. For more information, please read our trade waste information at:

- re3 Waste Transfer Stations – recommended for larger businesses depositing large quantities of waste.

ADDITIONAL SERVICES OFFERED AT THE RECYCLING SITES

- **REUSE SCHEME** – The Reuse Area is available at both Recycling Centres, allowing re3 residents to drop off reusable items. Deposited items are provided to a partner charity or reuse organisation and reused either in the UK or abroad.
- **RE3PAINT COMMUNITY PAINT REUSE** - The paint reuse initiative allows residents to collect free tins of partly used water-based paint that were deposited at the Recycling Centres. Reclaimed paint can be used for personal projects or at local charity and community groups. All displayed paints are partly used and are in the original container. We cannot guarantee the colours, condition and suitability of paint available on the site, as this will depend on the materials deposited at the recycling centre.
- **RE3GROW COMPOST** – re3Grow is a peat-free compost, made from recycled garden waste, deposited by re3 residents. The compost is available for purchase at the Recycling Centres during spring and summer at competitive prices.
- **RE3READ BOOKS** – The re3read scheme allows residents to pick up a free, pre-loved book during their visit to the recycling centre.

OPENING HOURS

The re3 Recycling Centres are currently open 8am-8pm, April to September (inclusive) and 8am-6pm, October to March, seven days a week, for the convenience of re3 residents. The site is closed only on Christmas Day, Boxing Day and New Year's Day.

PEDESTRIAN ACCESS

If you arrive at the Island Road or Longshot Lane Recycling Centre on foot or on a bicycle, and you have brought an item/items of waste with you, please make yourself known to a member of staff who will advise you what to do.

HEALTH AND SAFEY AT THE LONGSHOT LANE RECYCLING CENTRE

We have made some changes at Longshot Lane to improve site safety for users. In the lower part of the site we have introduced a pedestrian walkway for the 4 large recycling bays (2x Green, Card and Wood). This is so that the public can safely access the recycling areas using the designated walk way without having to negotiate parked and moving cars.

By introducing the new walkways we also need to keep them clear of waste and any trip hazards. As a result we have also introduced some yellow barriers for the Green and Cardboard bays to make maximum use of the recycling area. The barriers are set at 1.1m high which is the minimum legal requirement. This is the same height as the wall at the top of the facility over which general waste is deposited. We realise that some residents may need help getting bags of green waste over the yellow barriers, so we would encourage you to please ask any of our site staff for assistance.

CONTACT DETAILS

www.bracknell-forest.gov.uk
www.reading.gov.uk
www.wokingham.gov.uk
www.re3.org.uk

re3 tel no. 0800 988 3023