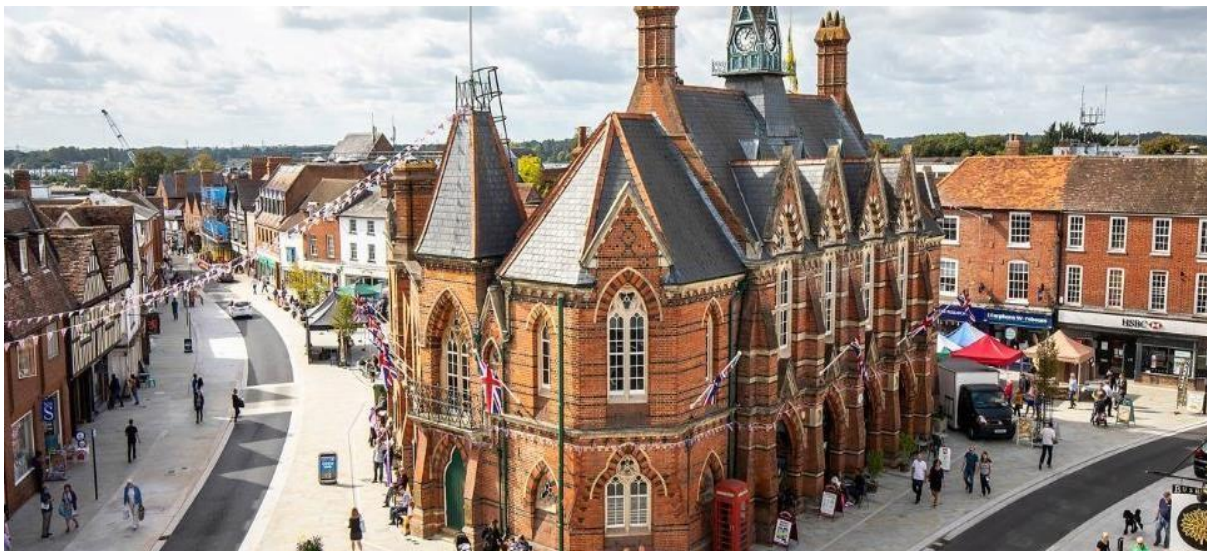




WOKINGHAM BOROUGH COUNCIL

WOKINGHAM BOROUGH COUNCIL WASTE MANAGEMENT FACILITIES GUIDANCE NOTES FOR: DEVELOPERS AND MANAGING AGENTS



Guidance Note for Developers and Management Agents

Updated : February 2026

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1.0 Introduction and Purpose

This guidance document sets out the Council's requirements for waste management in existing and new residential developments, refurbishments, and conversions.

It is based on the principles outlined in the Code of Practice for Waste Management in Buildings and aims to ensure that waste storage and collection facilities are designed to meet current and future needs.

1.1 Scope

The Guide is relevant for existing and new residential developments and includes:

- Refurbishments and conversions to residential properties

Excluded :

- Commercial and business premises

The guidance applies to all stages of development planning, from initial design through to occupation and should be considered by developers, architects, and managing agents.

1.2 Policy Context

The Council has made significant progress in improving recycling performance :

- Our current recycling rate of 58.17% recorded for 2024-25 was achieved following the introduction of the fortnightly general waste and recycling.

1.3 Purpose of This Guidance

The purpose of this document is to :

- Ensure that waste management facilities in developments are fit for purpose, accessible, and support high recycling rates.
- Provide clear design standards for storage areas, collection points, and vehicle access.
- Align development practices with the Council's Climate Emergency Action Plan and long-term sustainability goals.

1.4 Key Principles

- Waste service designs must comply with the Code of Practice and local planning policies, be future-proofed for recycling changes, ensure safe and convenient access for residents, and support efficient collection by the Council or contractors.

2.0 Planning Conditions

2.1 Submission of Waste Management Details

No development shall take place until details of the proposed waste and recycling management arrangements for the development have been submitted to and approved in writing by the Local Planning Authority.

2.2 Such details as may be agreed shall then be implemented prior to first occupation and retained thereafter.

2.3 The proposed management arrangements should include :

- The on-site bin stores to be secured with the appropriate number of waste and recycling receptacles, including erection of suitable signage to promote recycling in communal properties.

2.4 How the collection will work in practice

- Confirmation that the developer will cover all costs for waste and recycling infrastructure arising directly from the development, including :
 - Waste and recycling receptacles
 - Signage to promote recycling
 - Systems to minimise contamination of recyclables

2.5 Commencement of Service Requirements

- All receptacles and signage must be in place prior to first occupation and retained thereafter.
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3.0 Waste Management in Wokingham Borough

3.1 Statutory Powers Under the Environmental Protection Act 1990

Under the Environmental Protection Act 1990, Wokingham Borough Council, as the Waste Collection Authority, may specify:

- The type and number of containers to be used
- The collection frequency
- The collection point and required access
- The materials permitted in each container
- Any actions required to enable collections to take place
- The requirement for the occupier or managing agent to provide appropriate containers

These statutory powers provide the basis for the container specifications, access requirements and operational standards set out in subsequent sections of this guidance.

3.2 Collection Services

- General Waste & Recycling : Fortnightly collection service.
- Food Waste : Weekly collection service
- Subscription based garden waste collection on a fortnightly basis (not communal properties)

3.3 Capacity Allowances

Self-contained housing per property :

- 180-litre allowance for general waste (fortnightly).
- Minimum of 4 x 60-litre sealable green recycling bags – no maximum restriction on number
- 23-litre outdoor food waste recycling bin – no maximum restriction on number
- 5-litre indoor food caddy (grey)

Communal properties per dwelling :

- Maximum 160-litre allowance for general waste (fortnightly).
- Minimum of 240-litre capacity for dry recycling.
- Minimum 180-litre capacity for food waste

3.4 Responsibility

Developers and/or Managing agents are responsible for providing waste facilities including waste containers for :

- Single dwellings.
- Flats with shared waste facilities

3.5 Developer Notification

Developers must inform the Council's Waste Services at least 6 weeks prior to occupation to ensure collections are registered.

Contact : waste.services@wokingham.gov.uk

Required Information :

- Site map / layout
 - Full plot list
 - Once the above information has been received, the Council will advise on the waste collection start date.
 - Developers and/or managing agents must provide waste collection information packs to new residents.
-

4.0 Waste Management in Self-Contained Houses (single dwellings)

4.1 Developer and/or Managing agents to provide the following waste containers per property

- 1 x 180 litre Black-wheeled refuse bin emptied fortnightly - Only Council-branded bags will be collected
- 4 x 60-litre waterproof recycling bags - Only Council-branded bags will be collected
- 23-litre lockable outdoor food bin (black) Only Council-branded bags will be collected
- 5-litre indoor food caddy (grey).

4.2 Developers must ensure that all properties are provided with appropriate waste containers prior to residents moving in.

4.3 Until containers are supplied, it is the developer's responsibility to manage and remove any household waste generated by the residents.

4.4 Developers must ensure adequate storage space for receptacles within property boundaries on non-collection days.

4.5 Residents must present waste/recycling at property edge nearest public highway.

4.6 If boundary collection isn't possible :

- Designated collection points to be at an adequate location nearest to the highway as designed and agreed within the plan.
- Must be on adopted/public highway with smooth surfaces.
- Residents or site managers are responsible for presenting containers to and from the designated collection points for collection, and to return them to the storage areas after emptying.

4.7 Temporary collection points during construction :

- Agreed with WBC and Biffa for practicality.

4.8 Developers should not allocate permanent collection points.

Waste containers can be purchased from the council or external suppliers as long as they meet the required specification set out in Section 12 and have WBC branding. For further details contact us waste.services@wokingham.gov.uk

5.0 Waste Management in Communal Properties (flats)

5.1 Bin stores should only service apartments. Single dwellings must not be treated as apartments.

5.2 The Council requires 6 weeks' notice before residents occupy properties to ensure collections are registered.

5.3 Developers must provide details of the management agency overseeing each block of flats.

5.4 Developers and/or managing agencies must provide bin store access codes where applicable and before collections commence.

5.5 Provision of bins for general waste and recycling is the responsibility of developers and/or managing agencies :

- a. General waste bins (black)
- b. Recycle waste wheelie bins (blue)
- c. Food waste wheelie bin (red 180L or 240L)
- d. Indoor food waste bins (silver/grey)

5.6 Bins for general waste must be black / grey in colour and must be in line with our fortnightly allowance of 160-litre per property.

5.7 Capacities can be calculated by multiplying our fortnightly allowance with number of flats and divided by the litres of bin. The below table includes information on required number of bins for convenience.

5.8 Example for 9 flats :

Waste Type	Allowance per Flat	Total Required Capacity	Bin Provision
General Waste	160 litres	1,440 litres	1 × 1100L bin and 1 × 360L bin
Recycling	240 litres	2,160 litres	2 × 1100L bins
Food Waste	N/A (communal)	180 litres	1 × 180L bin

To note : Waste containers can be purchased from the council or external suppliers as long as they meet the required specification set out in Section 12 and have WBC branding. For further details contact us waste.services@wokingham.gov.uk

5.9 Black – General Waste Wheeled Bins

Allowance	No of Flats	Allowed Capacity (Litre)	No. of Bins Required
160 Litre	4	640	1 x 660
160 Litre	5	800	660L + 1 x 180L
160 Litre	6	960	1 x 660L 1 x 360L
160 Litre	9	1440	1 x 1100L + 1 x 360L
160 Litre	10	1600	1 x 1100L + 2 x 240L
160 Litre	11	1760	1 x 1100L + 1 x 660
160 Litre	12	1920	1 x 1100L + 1 x 660L L + 1 x 180L
160 Litre	15	2400	2 x 1100L + 1 x 240L
160 Litre	20	3200	3 x 1100L

5.10 Blue – Recycling Wheeled Bins

Minimum Allowance	Number of Flats	Required Capacity (Litre)	No. of Bins Required
240 Litres	4	960	1 x 660L + 360L
240 Litres	5	1200	1 x 1100L + 1 X 240L
240 Litres	6	1440	1 x 1100L + 1 X 360L
240 Litres	9	2160	2 x 1100L
240 Litres	10	2400	2 x 1100L + 240L
240 Litres	11	2640	2 x 1100L + 2 x 240L
240 Litres	12	2880	2 x 1100L + 660L
240 Litres	15	3600	3 x 1100L + 360L

5.11 Recycling bins must be blue in colour and have a minimum capacity of 240 litres per property. Please refer to the table below for further guidance.

5.12 Recycle stickers are available for collection from the Wokingham Borough Council reception desk at Shute End. These stickers should be placed on blue recycling bins to help residents identify the correct items for recycling.

5.13 Red – Food Waste Bins Wheeled Bins

No of Bins	Number of Flats
180L	Up to 11 Flats
240L	12 to 19 Flats
2 x 240L	20 to 29 Flats
3x 240L	30 to 39
4 x 240L	40-49
5 x 240L	50-59

5.14 Where multiple bin stores serve a single block, each store must be provided with bins proportionate to the number of flats it serves. For example, in a block of 24 flats with four bin stores serving six flats each, a 180-litre red food waste bin is required in every bin store.

6.0 Mixed Development (Commercial and Residential Properties)

6.1 In mixed-use developments, the Council is responsible for providing waste collection services only to domestic (residential) properties.

6.2 The provision of bins for these residential properties remains the responsibility of developers and/or management agencies.

6.3 All bins must be provided in accordance with the requirements outlined in Section 5

6.4 Bin stores must be fully enclosed on all sides and fitted with an appropriate locking system to ensure access is restricted to authorised residents only.

7.0 Bin Storage Areas

7.1 Bin stores must be located in a clear, accessible position to encourage proper recycling by residents.

7.2 Bin stores must be spacious enough to accommodate the required number of bins (general waste, recycling, and food waste) safely and allow convenient use by residents and to ensure collection crews have room to manoeuvre bins for emptying easily.

7.3 Bin stores should be clearly marked for easy identification.

7.4 The flats served by the bin store should be displayed on the bin store to ensure authorised access.

7.5 Residents and management companies are responsible for upkeep and cleanliness of bins and bin areas.

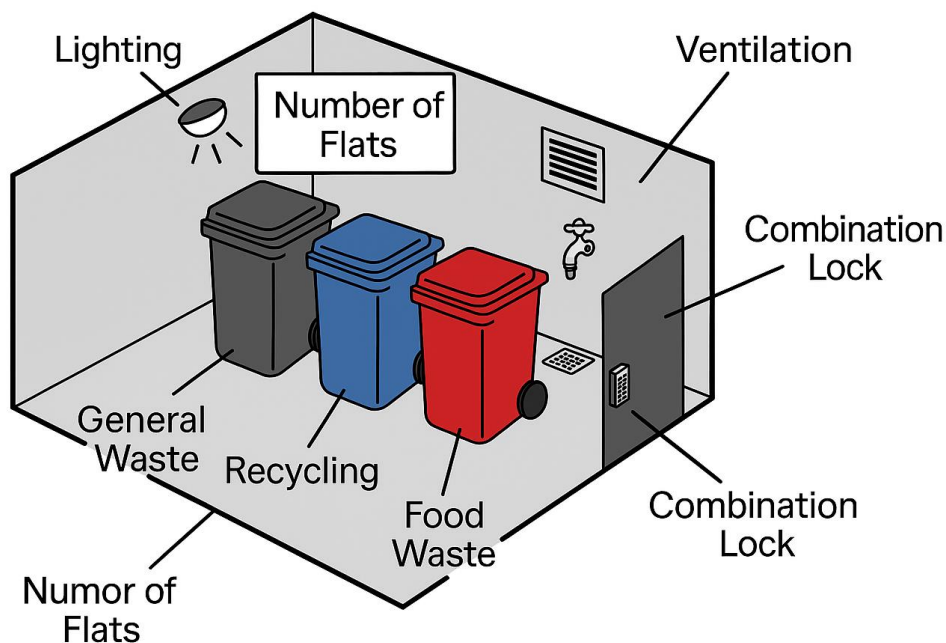
7.6 Appropriate arrangements must be in place to support disabled, infirm and elderly residents with waste management.

7.7 Where residents are unable to present their waste themselves, the responsibility for managing and moving waste to the designated bin area rests with the Developer or Management Agency.

7.8 A combination lock should be provided to keep the bin store secure and allow authorised access only.

7.9 Developers and/or management agencies must provide bin store codes for access where applicable.

Ideal Bin Store



8.0

Design Features

8.1 Bin storage areas should be contained within a suitable enclosure to prevent nuisance from the spread of waste, odour, vermin or noise.

8.2 The walls/roof should be constructed of materials that are non-combustible, impervious, easy to keep clean, and able to withstand impacts from fully-loaded Eurobins being moved.

8.3 Adequate lighting is required to meet health & safety obligations.

8.4 Ventilation should be provided for air circulation and odour management, positioned away from residential dwellings.

8.5 A tap and drainage system (via trapped gully connected to foul sewer) should be installed for regular cleaning.

8.6 Floors must be hard standing, level, non-slip and slightly sloped toward the drain point.

8.7 Doors must not open outward over a public footpath or road and should not cause an obstruction. They should be able to be secured in the open position to ensure access is unimpeded whilst collection staff are manoeuvring bins to be emptied.

8.8 Doorways must be wide enough to ensure the largest Eurobins can be emptied without the risk of damaging doors/walls.

8.9 A locking system must be installed to allow use by authorised.

9.0 Signage

9.1 A mechanism must be in place to ensure notices about waste and recycling are displayed conveniently and updated accordingly to reflect any changes in our waste and recycling structure.

9.2 Developers and/or management agencies will be responsible to make arrangements to display information in the bin store and on bins. The Council will provide these posters and stickers.

10.0 Accessibility for Collection

10.1 Roads providing access to the storage facilities should have foundation and a hardstanding surface that is capable of accommodating a 26t GVW vehicle.

10.2 Minimum width of road should be 5m and should be designed so that allow forward direction.

10.3 The stopping point for the vehicle should be safe, legal and designed to minimise any obstruction to traffic.

10.4 If reversing is unavoidable then distance should not exceed 12m. Adequate clearance should be provided above the vehicle.

10.5 A direct vehicular access to the bin store is necessary. Where this is not achievable then the distance to bin store should not exceed more than 10 meter of the parked collection vehicle or adopted highway.

10.6 Bin stores must be accessible to the collection crew outside of the building without passing through any part of the buildings.

10.7 Access to bin stores should be clearly marked without any temporary or permanent feature so as to avoid any obstruction to the collection vehicle.

10.8 The pathway must be free of any steps, ironworks, trees, drainage gullies or other features which would obstruct or impede the movement of the bins.

10.9 A drop kerb must be in place with no more than 1 :12 gradient to allow emptying of bins without causing any health & safety issue. It must be non-slip and a minimum of 2m wide with foundations to endure the weight of the container with waste in situ.

10.10 A mechanism to hold the bin store doors must be in place for safe handling of bins.

10.11 Enough space should be provided to allow full movement of the bins for collection without having to move / handle other bins. Door width should allow easy manoeuvring of bin in and out of the bin store, ideally 2m.

11.0 Specifications of Collection Vehicle

11.1 The Council's collection vehicle is a standard 26 tonnes truck.

11.2 Roads providing access to the storage facilities should have foundation and a hardstanding surface. The maximum gross weight of our collection vehicle is 26 tonnes.

11.3 Please find the technical details of our collection vehicle in section 16.0 of this document.

11.4 Roads that the waste collection vehicle is modelled to travel across must be built to adoptable standards.

12.0 Specifications of Receptacles

Table 3 : Dimensions of receptacles to determine the size of bin store

Bin Sizes	Height	Width	Depth	Supplier
180 litre bin wheeled bin	1070mm	483mm	716mm	Developer/ Managing Agent
240 litre bin wheeled bin	1075mm	582mm	728mm	Developer/ Managing Agent
360 litre wheeled bin	1,090mm	620mm	890mm	Developer/ Managing Agent
660 litre bin 4-wheel	1230mm	1,370mm	775mm	Developer/ Managing Agent
1100 litre (flat lid) 4-wheel	1,330mm	1,370mm	1,075mm	Developer/ Managing Agent

13.0 Bring Banks in the Borough

13.1 Glass and textile collection in Wokingham takes place through bottle banks (bring banks) which are mainly located in car parks and supermarkets.

13.2 All the strategic developments with more than 100 units and where there are likely to be a mix of flats, residential and/or retails areas, we would ask that developers are required to install an area where bring banks can be situated for the collection of glass and textiles.

13.3 Enough space should be made available for a minimum of 2 bring banks for smaller developments and three in larger development to collect mixed glass.

13.4 Please refer to Section 14 for the space required for placement of the banks to ensure unhindered access for the collection vehicle.

13.5 Please refer to dimensions of over ground bottle banks in section 17.0 of this document.

14.0 Dimensions of Glass Collection Vehicle

14.1 The Council's glass collection vehicle is custom built. Gross weight of the vehicle is 26 tonnes and it is a rigid 3 axle tipper.

14.2 The vehicle is 8m long (body minus cab is 7.2m), 3.76m total height with crane stowed, 2.51m total width.

14.3 The vehicle carries built-in crane which is used to lift bottle banks during emptying. See below for the specs of the crane.

14.4 To lift banks with the crane, the lorry needs to pull up on with banks facing the passenger side. They cannot lift over the blind side of the lorry or over any other object, such as cars.

14.5 The crane can only be used on the passenger side and can only swing up to the wing mirror.

14.6 There must be enough room for it to turn around or reverse into the road.

14.7 Bottle banks need to be placed a few meters away from buildings and structures to avoid damage if they swing.

14.8 7.5m is the absolute maximum distance for the crane to reach a bottle bank, with 6m preferable to avoid any issues if bottle banks are full. The further extended the crane is the less it can lift.

14.9 The vehicle has got a stabiliser leg which requires a space of 2.1m. Therefore, bottle banks shouldn't be closer than 2.1m to the body of the vehicle.

14.10 There should be no overhead cables or vegetation above where the banks are. Electricity from power cables can jump if the vehicle / crane gets closer to the source of electricity.

14.11 During operation the height of the lorry extends due to stabiliser, bottle banks are pulled further up for emptying, the crane rises to 2m as it arches in the middle.

14.12 If possible, a final assessment be left to the Council's disposal contractor to avoid any potential issues in the future.

14.13 For any further discussion contact us via waste.services@wokingham.gov.uk

15.0 Useful Documents

15.1 [Borough Design Guide for Wokingham Borough Council](#)

15.2 [Waste Management in Buildings - Code of Practice](#)

16.0 BIFFA Vehicle Details

CONFIGURATION

Chassis	6x2 Rear Steer (Narrow)
Body	OL14N Duo
Bin Lift	Terberg OmniDEL Electric
Pod	Combi TD4 (Compact)



STANDARD SPECIFICATION

Vehicle Overview			
Drive Hand	Right Hand Drive		
Track	Narrow		
GVW(kg)	26,000		
Wheelbase(mm)	5,500		
Engine	Volvo 280bhp		
Gearbox	Allison MD3000		
Fuel Tank	280 litres		
Cab Seating	Driver + 3		
PTO	Constant Drive PTO on LHS		
Body Volume (m ³)	13.6	Hopper Volume (m ³)	2.4
Pod Type	Combi TD4 (Compact)	Pod Volume (m ³)	2.8

DIMENSIONS

Dimensions (mm)	
Overall Length	10,473
Overall Width	2,250
Overall Height	3,612
Front Overhang	1685
Rear Overhang	3288
Cab Step Height	495
Cab Floor Height	805 (Driver) and 860 (Passenger)
Cab Roof Height	3,157

CONFIGURATION

Chassis	6x2 Rear Steer (Narrow)
Body	OL19N
Bin Lift	Terberg OmniDEL Electric



STANDARD SPECIFICATION

Vehicle Overview			
Drive Hand	Right Hand Drive		
Track	Narrow		
GVW(kg)	26,000		
Wheelbase(mm)	5,250		
Engine	Volvo 280bhp		
Gearbox	Allison MD3000		
Fuel Tank	280 litres		
Cab Seating	Driver + 3		
PTO	Constant Drive PTO on LHS	No	
Body Volume (m ³)	18.7	Hopper Volume (m ³)	2.4

DIMENSIONS

Dimensions (mm)	
Overall Length	10,223
Overall Width	2,250
Overall Height	3,612
Front Overhang	1685
Rear Overhang	3288
Cab Step Height	495
Cab Floor Height	805 (Driver) and 860 (Passenger)
Cab Roof Height	3,157

17.0 Dimensions of Over Ground Bottle Banks

