



ACCESS POLICY FOR RECYCLING CENTRES

Version 12

13 September 2019

1. PURPOSE

- 1.1 The purpose of this document is to set out a policy for the use of Recycling Centres, by householders, charities and commercial users. These Recycling Centres are managed on behalf of Fife Council by Fife Resource Solutions.

2. IMPLEMENTATION & DURATION

- 2.1 The policy will take effect from 8 January 2019 and remain in place until it is considered necessary to amend or withdraw it.

3. HOUSEHOLD WASTE

- 3.1. The following sites will be available for Fife household waste.
- Dunfermline Household Waste Recycling Centre;
 - Dalgety Bay Household Waste Recycling Centre;
 - Cowdenbeath Household Waste Recycling Centre;
 - Lochgelly Household Waste Recycling Centre;
 - Kirkcaldy Household Waste Recycling Centre;
 - Methil Household Waste Recycling Centre;
 - Glenrothes Household Waste Recycling Centre;
 - Ladybank Household Waste Recycling Centre;
 - Cupar Household Waste Recycling Centre;
 - St. Andrews Household Waste Recycling Centre; and
 - Pittenweem Household Waste Recycling Centre.
- 3.2. The above facilities will not be available for use by non-Fife householders unless the material originates from a Fife household and is being delivered by a relative, carer or friend of the householder. To ensure that only waste generated in Fife is disposed of at our Household Waste Recycling Centres, staff may ask for proof of identity or residency, such as driving licence, council tax or utility bill. Failure to provide evidence will result in refusal to dispose of waste at the site.
- 3.3. The Environmental Protection Act 1990 allows for local authorities to refuse access and disposal if staff members believe that commercial waste is being disposed of as household waste. Fife Resource Solutions will enforce this ruling at all of our sites on behalf of Fife Council.

If staff believe that waste delivered to site may not be household waste then they will ask for a Household Waste Declaration Form to be completed. Failure to complete the form and provide proof of residency will result in refusal to dispose of waste at the Household Waste Recycling Centre. Fife Resource Solutions may also pass the details of the visit on to enforcement agencies for further investigations.

Fife Council and Fife Resource Solutions will use the information provided to

verify domestic use and will investigate frequent use of recycling centres as potentially illegal disposal of commercial waste.

- 3.4. There are no restrictions on the type of vehicles that Fife householders may use to dispose of recyclates and/or residual household waste at any of the aforementioned facilities during the normal operating hours of the sites. The only exception is that vehicles over 3.5 tonnes (gross vehicle weight) will NOT be granted access to Household Waste Recycling Centres.
- 3.5. Height barriers are in operation at the majority of Fife's Recycling Centres. These are set at 1.9 metres. If your vehicle is above this height, you may need to wait for a short period until a staff member is available to attend to you.
- 3.6. Trailers must complete a household waste declaration form, alongside providing proof of residency, upon entering the site. Declaration forms will be monitored and reviewed to establish fair use.
- 3.7. Pedestrian access is not permitted at any Recycling Centre. Heavy vehicles operate in this area and for the protection of the public, no pedestrian access is permitted to the site. Safe access can be booked via HWRC.enquiries@refsol.co.uk
- 3.8. No wheeled bins may be brought into the Recycling Centre nor can their contents be disposed of on site.
- 3.9. Use of Household Waste Recycling Centres by Fife householders will incur no charge.
- 3.10. Alternative waste disposal arrangements can also be made by the methods below.
 - Special uplifts are available at a cost. This can be arranged by calling our Recycling Helpline on 03451 55 00 22, Monday to Friday between 8:00 a.m. and 6:00 p.m.
 - Skip hire can be arranged by calling 03451 55 11 33 or e-mailing sales@refsol.co.uk
- 3.11. To address commercial misuse, you may occasionally be asked to provide some basic information for monitoring purposes. This may include vehicle registration, type(s) of recyclates/waste being disposed of, partial postcode. etc. This data will be stored on an electronic database and will only be used for the management of the Household Waste Recycling Centre and to prevent waste crime.

If requested, you must provide this information or permission to access the Recycling Centre will be revoked until this information is provided.

Any information collected will only be shared between Fife Resource Solutions, their client, Fife Council and other regulatory or enforcement organisations as required in order to prevent waste crime.

4. CHARITIES

- 4.1. Charities based wholly in Fife can use the Recycling Centres at Dunfermline and Ladybank free of charge.
- 4.2. Charities based wholly in Fife are not exempt from landfill tax and must use the weighbridge at Dunfermline and the Ladybank sites to dispose of non-recyclable waste.
- 4.3. National charities can purchase a commercial payment card and can access the sites designated for commercial waste.
- 4.4. All national charities must comply with the access policy as described for commercial waste.

5. COMMERCIAL WASTE

- 5.1. The following sites will accept waste from households and commercial operations.
 - Dunfermline Household Waste Recycling Centre;
 - Dalgety Bay Household Waste Recycling Centre;
 - Lochgelly Household Waste Recycling Centre;
 - Kirkcaldy Household Waste Recycling Centre;
 - Methil Household Waste Recycling Centre;
 - Glenrothes Household Waste Recycling Centre;
 - Ladybank Household Waste Recycling Centre;
 - St. Andrews Household Waste Recycling Centre; and
 - Pittenweem Household Waste Recycling Centre.
- 5.2. Waste produced and/or transported by commercial operators (including sole traders, landlords, property developers, Fife Council Services and other public sector organisations) is not household waste, even if it originates from a house. All waste and recyclates that are produced by contractors and commercial operators of any type is categorised as commercial or industrial waste and is referred to as Commercial Waste in this document.
- 5.3. Charities that are not solely based in Fife will be categorised as commercial, therefore are included in the policy for commercial waste and operators.
- 5.4. Waste from commercial operations can ONLY be disposed of at the following facilities.
 - Dunfermline Household Waste Recycling Centre;
 - Dalgety Bay Household Waste Recycling Centre;
 - Lochgelly Household Waste Recycling Centre;
 - Kirkcaldy Household Waste Recycling Centre;
 - Methil Household Waste Recycling Centre;
 - Glenrothes Household Waste Recycling Centre;

- Ladybank Household Waste Recycling Centre;
 - St. Andrews Household Waste Recycling Centre; and
 - Pittenweem Household Waste Recycling Centre.
- 5.5. Disposal of commercial recyclable waste is chargeable. The scheme is currently administered is a commercial waste card available to existing customers only via registering at ipayrecycling.co.uk. The remainder of this document will refer to the [ipayrecycling](http://ipayrecycling.co.uk) commercial waste card as the 'valid payment system'.
- 5.6. Alternative arrangements for waste disposal can be provided by using our skip hire or commercial waste collection services. For more information about the waste disposal services Resource Efficient Solutions provide please visit www.refsol.co.uk
- 5.7. The disposal of the following commercial waste is not permitted at Household Waste Recycling Centres.
- Bulky landfill waste – e.g. mattresses, upholstered furniture, carpets;
 - Hazardous waste;
 - Batteries including vehicle;
 - Food waste;
 - Gas cylinders;
 - Sheet glass;
 - Plasterboard or gypsum;
 - Tyres;
 - Vehicle and cooking oil;
 - WEEE – electrical or electronic equipment.
- 5.8. Any landfill disposal must be pre-paid. This will include containing the waste within a pre-purchased maroon sack or paying per volume as part of the commercial waste card.
- 5.9. Commercial customers accessing the Household Waste Recycling Centres must have a valid payment system to cover the materials being disposed of at that time.
- 5.10. Commercial customers must report to a staff member upon arrival to scan the commercial waste card and ensure payment for disposal.
- 5.11. Fife Resource Solutions employees must see vehicle contents prior to providing authorisation to dispose of waste. Failure to comply with this request will result in refused disposal and you will be asked to leave the site and we will seek to recover costs for processing the waste.
- 5.12. Site staff have the right to refuse entry to the site if they believe that vehicles are attempting to dispose of commercial waste without a valid payment system.

- 5.13. Height barriers are in operation at the majority of Fifes Recycling Centres. These are set at 1.9 metres. If your vehicle is above this height, you may need to wait for a short period until a staff member is available to attend to you.
- 5.14. Trailers are limited to a maximum load bay length of 3.05 meters or Fft, longer trailers may be able to gain access to specific Centres by arrangement.
- 5.15. Commercial customers who are unwilling or unable to comply with the requirements listed above will be refused permission to dispose of the waste.
- 5.16. Site staff will report any illegal activity to Fife Resource Solutions management. Investigations may be carried out that could result in details being passed to Fife Council's Duty of Care Team, the Police or others in order to prevent waste crime.
- 5.17. Failure to comply with the terms and conditions of the commercial payment system will result in access being revoked without refund.

6. GENERAL CONDITIONS

- 6.1. Appendix D outlines the Household Waste Recycling Centres opening times.
- 6.2. From 2 April 2018, most sites close at least 1 day per week and shut for a 30 minute lunch break. The entrance gate is closed 15 minutes beforehand to clear the site before closure.
- 6.3. All centres are closed on 25 and 26 December and 1 and 2 January.
- 6.4. Due to operational reasons, sites may be closed and/or opening times may change at short notice, however, Fife Resource Solutions will attempt to offer alternative outlets where available. Where possible this information will be delivered via site staff, signage at site entrance, contacting Fife Council's Contact Centre and notices on Fifiedirect website.
- 6.5. The list of materials accepted is correct as of February 2019 but may change at short notice subject to available outlets.
- 6.6. Items/materials that have been deposited at these sites cannot be removed from containers by any resident, commercial customer or visitor to the site.
- 6.7. Children and pets must remain inside the vehicle at all times.
- 6.8. Pedestrian Access is not permitted to the sites due to health and safety and traffic management issues.
- 6.9. Once on site users must use the pedestrian walkways.

- 6.10. Wheeled bins are not permitted on site and users shall not empty the contents of a wheeled bin into any container.
- 6.11. Vehicles over 3.5 tonnes (gross vehicle weight) will NOT be granted access to Household Waste Recycling Centres.
- 6.12. CCTV, Body Worn Cameras and Automatic Number Plate Recognition is in operation for the purposes of crime prevention and public safety. Data gathered will be used for the management of recycling centres and the detection of criminal activity.
- 6.13. **Privacy Notice**
To find out more about how we store and manage your data please visit:
www.fifedirect.org.uk/privacy
<http://www.refsol.co.uk/about-us/privacy-notice-resource-efficient-solutions/>
<http://www.refsol.co.uk/about-us/privacy-notice-fife-resource-solutions/>

APPENDIX A

HOUSEHOLD WASTE RECYCLING CENTRE SITE RULES

In entering a Fife Household Waste Recycling Centre you agree to the following conditions:

1. All waste brought to Fife Household Waste Recycling Centres must be waste generated by your own household activities. Commercial or trade waste customers must have a valid payment system to dispose of commercial waste at these sites.
2. No toxic, hazardous or dangerous waste likely to cause damage to containers or endanger staff or any other person will be brought to a Fife Household Waste Recycling Centre.
3. Recyclable waste will be separated from general waste before your visit and all recycle/general waste will be placed in the appropriate container for recycling/disposal.
4. Commercial customers are not permitted to dispose of waste without completing the relevant pre-paid payment.
5. Any instruction given by site operatives, particularly in relation to the health and safety of other site users, must be followed.
6. Verbal or physical abuse or threats of violence will not be tolerated. Fife Resource Solutions will report all incidents to the Police or others as appropriate.
7. No vehicles over 3.5 tonnes (gross vehicle weight) will be granted access to Household Waste Recycling Centres. This excludes trailers.
8. All trailer access is strictly controlled. All trailers containing domestic waste must complete a Household Waste Domestic Form and provide proof of address prior to disposing of any waste.
9. If you have transferred your waste to someone else to take to a Household Waste Recycling Centre on your behalf, you are legally required to check that the person accepting the waste is authorised to handle it and can transport, recycle or dispose of it safely. You can find out if a person or business has a Waste Carrier's Licence by visiting the [SEPA website](#).
10. Fife Resource Solutions reserves the right to refuse access to the Household Waste Recycling Centres to users that are believed to be disposing of commercial waste without a valid payment system.

APPENDIX B*

MATERIALS ACCEPTED AT HOUSEHOLD WASTE RECYCLING CENTRES FOR RECYCLING/DISPOSAL BY HOUSEHOLDERS

- Bicycles
- Books
- Brick, stone and concrete
- Cans
- Car batteries
- Gas cylinders
- Glass bottles and jars
- Green garden waste
- Household batteries
- Light bulbs/fluorescent tubes
- Non-recyclable material for landfill
- Paper and cardboard
- Plastic bottles and containers
- Scrap metal
- Sub-soils
- Textiles
- Tyres (non-commercial)
- Vehicle oil
- WEEE (Waste Electrical and Electronic Equipment) - kettles, televisions, telephones, etc
- White goods (large domestic appliances) - refrigerators, cookers, etc
- Wood

APPENDIX C*

MATERIALS ACCEPTED AT HOUSEHOLD WASTE RECYCLING CENTRES FOR RECYCLING BY COMMERCIAL CUSTOMERS

- Green garden waste
- Scrap metal
- Wood
- Brick, stone and concrete
- Sub-soils
- Paper and cardboard
- Cans
- Plastic bottles and containers
- Glass bottles and jars
- Compactable landfill waste

***N.B** please note that materials accepted may vary at some Household Waste Recycling Centres. The listed acceptable materials may change at short notice due to changing market conditions.

Appendix D – HWRC Opening Times

| | Opening hours | | Lunch break | Mon | Tue | Wed | Thur | Fri | Sat | Sun |
|-------------|---------------|-------------|-------------|--------|--------|--------|--------|--------|------|------|
| Dunfermline | Apr-Sept | 09:00-17:45 | Open | open | open | open | open | open | open | open |
| | Oct-Mar | 09:00-17:00 | | open | open | open | open | open | open | open |
| Ladybank | Apr-Sept | 09:00-17:45 | Open | open | open | open | open | open | open | open |
| | Oct-Mar | 09:00-17:00 | | open | open | open | open | open | open | open |
| Kirkcaldy | Apr-Sept | 09:00-17:45 | 12:45-13:30 | open | closed | open | open | open | open | open |
| | Oct-Mar | 09:00-17:00 | | open | closed | open | open | open | open | open |
| Dalgety Bay | Apr-Sept | 09:00-17:45 | 12:00-12:45 | open | open | closed | open | closed | open | open |
| | Oct-Mar | 09:00-17:00 | | open | open | closed | open | closed | open | open |
| Cowdenbeath | Apr-Sept | 09:00-17:45 | 12:45-13:30 | closed | open | open | closed | open | open | open |
| | Oct-Mar | 09:00-17:00 | | closed | open | open | closed | open | open | open |
| Glenrothes | Apr-Sept | 09:00-17:45 | 12:00-12:45 | open | open | closed | open | open | open | open |
| | Oct-Mar | 09:00-17:00 | | open | open | closed | open | open | open | open |
| Lochgelly | Apr-Sept | 09:00-17:45 | 12:00-12:45 | open | closed | open | open | closed | open | open |
| | Oct-Mar | 09:00-17:00 | | open | closed | open | open | closed | open | open |
| Cupar | Apr-Sept | 09:00-17:45 | 12:00-12:45 | closed | open | open | closed | open | open | open |
| | Oct-Mar | 09:00-17:00 | | closed | open | open | closed | open | open | open |
| Methil | Apr-Sept | 09:00-17:45 | 12:00-12:45 | open | open | open | closed | open | open | open |
| | Oct-Mar | 09:00-17:00 | | open | open | open | closed | open | open | open |
| St Andrews | Apr-Sept | 09:00-17:45 | 12:45-13:30 | open | closed | open | open | closed | open | open |
| | Oct-Mar | 09:00-17:00 | | open | closed | open | open | closed | open | open |
| Pittenweem | Apr-Sept | 09:00-17:45 | 12:00-12:45 | closed | open | closed | open | open | open | open |
| | Oct-Mar | 09:00-17:00 | | closed | open | closed | open | open | open | open |