

# Waste from a business

## A useful guide



You should read this guide if you:

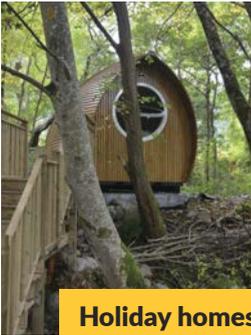
- run a business, charity, club or society
- are a tradesman
- are a landlord or provide holiday accommodation
- undertake any other commercial activity

# What is business waste?

**If you produce waste from any of the activities below, it is classed as commercial or industrial waste. You are required to make suitable arrangements for this waste to be stored and disposed of safely and lawfully.**

Business waste is any waste that is produced by a commercial activity, including one you run from your home. The law classifies this waste as commercial or industrial waste.

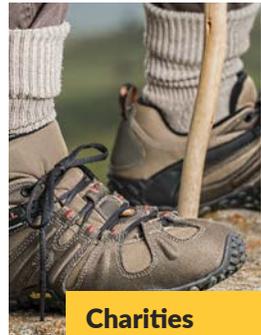
It includes waste from construction, demolition, industry and agriculture, but also includes waste from:



**Holiday homes**



**Camp sites**



**Charities**



**Clubs and societies**



**Any part of your home used for a commercial/ business activity**

If you run a business you must make sure that you and your staff are lawfully managing any waste produced by the business. Failure to take all reasonable measures to manage your waste lawfully can lead to criminal prosecution.

You must not allow this waste to be collected with household waste or deposited at Household Recycling Centres.

All the waste produced from a business premise, including the waste produced by you and any employees is classed as business waste.

All of the below are considered business waste:



**Food and drinks waste from any part of a business premises**



**Waste from rented properties generated or collected by the landlord or their agents**



**Waste produced at a household by builders, painters and decorators and other contractors**



**Waste from home businesses, such as childminding, accountancy, salons, catering and dog grooming**

# What are your responsibilities?

If you produce commercial or industrial waste you have a duty of care to store and dispose of your waste responsibly. You should:



Keep waste to a minimum by doing everything you can to prevent, reuse, recycle or recover waste. Research your local recycling options to make sure you're recycling all you can.



Sort and store waste safely and securely. You should do everything you reasonably can to prevent it from escaping.

Complete a waste transfer note. This will be shared with the registered waste carrier you transfer your waste to such as a waste collection company. Failure to have a waste transfer note in place is an offence.



Check if your waste collection company is on the public waste register at [www.gov.uk](http://www.gov.uk)



Check your waste collector is disposing of your waste legally (report them to the council and the Environment Agency if they are not).

**Failure to take all reasonable measures to store and dispose of your waste correctly is a criminal offence and could lead to prosecution.**

For more information and guidance visit [www.gov.uk/managing-your-waste-an-overview](http://www.gov.uk/managing-your-waste-an-overview)

# What can you do to comply?

The simplest way to manage your business waste lawfully is to employ a licensed waste management company to collect and dispose of it.

Waste management companies will normally provide a range of containers (bins) so the waste can be stored safely and securely. They will collect your waste using a licensed collection service and dispose of it at permitted waste treatment and disposal facilities. A waste management company may also complete the required paperwork on your behalf for a charge, but you may be encouraged to do this yourself.

There are a range of waste management companies in Herefordshire that can offer a variety of general rubbish and recycling collection services. Do your research to find the best option for your business. Herefordshire Council also provides a business waste service and collects both general rubbish and mixed recyclables.

Visit [www.herefordshire.gov.uk/tradewaste](http://www.herefordshire.gov.uk/tradewaste) for further information.



## Remember!

You must not use household waste collection services or Household Recycling Centres to dispose of your business waste.

Enforcement Officers are monitoring these services and if you use them to dispose of business waste then you will be prosecuted.

# How to manage your business waste

Follow these simple steps to manage the waste from your business lawfully.

## 1. Think about what waste you produce

Consider how much waste you produce, and what sort of waste it is. For starters you may want to:

- Decide what waste could be recycled (paper, card, metals, glass or plastic) and how much there is.
- Decide how much waste is general waste that is not suitable for recycling or difficult to separate.
- Decide if there are any wastes that need a special collection, this could include hazardous wastes, hygiene wastes, electrical waste, liquid wastes or other waste which cannot be mixed with general non-hazardous waste.

If you request a service with Herefordshire Council we will provide you with a waste transfer note to complete.

**Records of waste transfers must be kept for at least two years, or three years if the waste is hazardous.**

## 2. Reduce your waste

Reducing waste will save you money and could even help the way you manage your business.

Some methods you might want to consider are:

- **Go paperless** - use electronic filing systems by making arrangements with customers, staff and suppliers to issue orders, statements, reports, etc. electronically. You could even consider a printing ban on some documents. This will not only save the cost of disposing of waste paper but will reduce how much paper you need to buy, storage costs and improve your record keeping.
- **Reduce packaging** - buy equipment and supplies with minimal packaging, or make arrangements with your suppliers to remove and take away packaging on delivery.
- Avoid using disposable items, such as hand towels, cleaning wipes and plastic cutlery.
- Use long lasting products, such as rechargeable batteries and LED lighting. It may cost more to begin with but lasts longer so is cheaper in the long term.



### 3. Make suitable storage arrangements

Make sure you store your waste safely to prevent it from escaping from your control.

Consider what internal storage bins you may need, such as to separate recycling from general waste and separate any special wastes. Clearly label these bins and make sure all staff know how to use them.

Most waste management companies will provide external bins which store waste safely. If you use plastic sacks it is your duty to ensure waste does not escape from these and cause litter before they are collected.

**You must store waste on your own premises.**

### 4. Make arrangements to have your waste collected and disposed of safely

Contact local waste management companies to find out what services they can offer you. Find out what containers (bins) they can provide, what materials they collect, how often they can collect and what their charges are.

***Remember there may be additional charges for completing paperwork on your behalf, bin delivery, cancellation, and other charges so make sure you ask.***

Once you have decided who you would like to use and before any agreement is signed make sure they are lawful.

If you give your waste to someone you need to make sure they are a licensed waste carrier and that they are going to take your waste to a permitted waste treatment/disposal facility.

**Check the waste public register:  
[www.gov.uk](http://www.gov.uk)**

### 5. Keep records

When you give your waste to another person, you need to have a record of the transfer.

**This is called a waste transfer note.**

If you have a regular service for collection of recyclable or general waste by the same company you need to have an annual waste transfer note.

For one off collections and for hazardous wastes you need to have a waste transfer note for each occasion.

**The waste transfer note will detail:**

- Contact name, business name and address
- Address of where the waste is being transferred/collected from (if different from business address)
- Details of the waste you are transferring
- The name and address of who is collecting/receiving the waste (i.e. the waste management company)
- Details of the waste carriers license, or valid exemption of who is collecting and receiving the waste

# Useful contacts and further information

Visit the following websites for further help and guidance on managing business waste.

- [www.herefordshire.gov.uk/tradewaste](http://www.herefordshire.gov.uk/tradewaste) for information on the trade waste service provided by Herefordshire Council
- [www.rightwasterightplace.com](http://www.rightwasterightplace.com) guidance produced by the Environmental Services Association (ESA) to help businesses comply with their legal waste management requirements
- [www.gov.uk/managing-your-waste-an-overview](http://www.gov.uk/managing-your-waste-an-overview) government guidance for businesses on how to manage their waste
- [www.gov.uk/guidance/access-the-public-register-for-environmental-information](http://www.gov.uk/guidance/access-the-public-register-for-environmental-information) government's public register where you can find out if a company is a licensed waste carrier or holds an environmental permit to receive waste.



For more information on recycling and reducing waste please visit:  
[www.herefordshire.gov.uk/tradewaste](http://www.herefordshire.gov.uk/tradewaste)