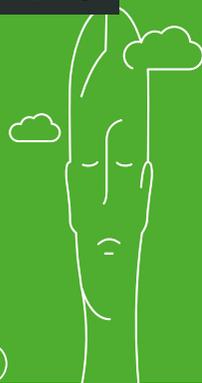




# WASTE MANAGEMENT FOR COMMERCIAL/TRADE PROPERTIES

ADVICE AND GUIDANCE ON HOW  
TO DISPOSE OF BUSINESS WASTE  
IN ST HELENS



[WWW.STHELENS.GOV.UK/RECYCLING-RUBBISH-WASTE/TRADE-WASTE](http://WWW.STHELENS.GOV.UK/RECYCLING-RUBBISH-WASTE/TRADE-WASTE)

## INTRODUCTION

If you operate any form of business, you have a legal responsibility under the Environmental Protection Act 1990 and other related legislation to safely contain and legally dispose of any waste produced from your business. This is the commercial waste Duty of Care.

It is essential that businesses do the right thing with their waste. Whilst most businesses do manage their waste correctly, we want to ensure that all businesses understand their legal responsibilities. If you do not comply, you may be taken to court, as you will be committing offences. Please note that your business rates do not include the cost of your business waste disposal.

## WHAT IS BUSINESS WASTE?

Business Waste is any type of waste material that has been produced as a result of conducting any commercial or trading activity. If you use part of your home to run a business then any waste from that part is business waste.

## DOES THE 'DUTY OF CARE' APPLY TO ME?

It applies to anyone who produces, stores, transports, treats and disposes of waste.

## WHAT IS COMMERCIAL/TRADE WASTE?

If you run a business your waste includes all waste created from the premises such as:

- General waste that cannot be recycled
- Recyclable waste including cardboard/plastics/paper
- Waste or unused materials
- Cleaning materials, including floor sweepings
- Post
- Food your staff eats or drinks on the business premises
- Damaged/scrapped furniture or equipment
- Litter bin contents.

It is an offence to take commercial/ trade waste home and place it in your domestic bin, or take it to a household waste recycling centre or to dispose of it any other way except in accordance with your Duty of Care.

You will have to prove to the courts that you do not produce any waste whatsoever. You can recycle a lot of commercial waste but its removal still needs to be legally documented with your chosen contractor.

## WHAT IF I WORK FROM HOME?

The law applies to anyone working from home including waste generated from garden clearances, packing, delivering, crèche or child minding, small businesses, offices, hairdressers, sun bed shops, second hand shops and more. It applies to all rubbish generated by anyone, although there are a few exceptions for householders disposing of their own household waste (not anyone else's).

## WHAT ABOUT THE LITTER MY CUSTOMERS

### LEAVE?

If your customers drop litter outside your premises and that litter came from within your premises, it is your responsibility not only to remove it but also to provide adequate disposal facilities.

If there is continuous litter or refuse on any land in the vicinity of a business, a Community Protection Notice under Section 43 Anti-Social Behaviour, Crime & Policing Act 2014 may be served. This requires reasonable actions by the premise occupier/owner to keep the area clean. Failure to comply with the request could lead to prosecution and a fine of up to £20,000.

To avoid being prosecuted or fined, ensure the outside of your business is kept clear of any litter or refuse by providing adequate litter bins and regularly cleaning around your premises.

## HOW DO I DISPOSE OF MY

### COMMERCIAL TRADE WASTE?

You can either dispose of waste yourself or arrange for someone to do this for you.

Whichever option you choose you will need to demonstrate that you have disposed of your waste legally.

#### **Option 1 - dispose of your own waste**

You must be able to provide documents called 'Waste Transfer Notes' or provide some form of receipts showing:

- Where you disposed of the waste (tip location)
- How much of it there was (weight)
- And when it was tipped (date) and what waste was tipped (type).

#### **Option 2 - have someone else collect and dispose of it for you**

- They must be 'licensed waste carriers'
- You must have filled in a form known as a 'Duty of Care' or 'Waste Transfer Note' with your chosen contractor

- You are advised to check with the Environment Agency that your contractor is licensed to carry and dispose of the types of waste that you are producing
- You will be committing offences and can be prosecuted if you give your waste to anyone who is not licensed to carry and dispose of controlled waste.

## WHY IS IT IMPORTANT TO KEEP

## A RECORD OF YOUR WASTE DISPOSAL?

What happens if someone finds **your** waste fly tipped - can you prove that **you** haven't dumped it there and that you have complied with all the requirements detailed above?

- If you can't, you may be liable to a fine up to £50,000 and imprisonment
- Failure to produce authority (waste transfer notes) can result in a Fixed Penalty Notice.

## WHAT ELSE DO I NEED TO DO?

- 1) Make sure any waste you produce is safely stored in a suitable container. If waste is put in a bin or a skip, it needs to be closed and covered so the waste cannot escape or be interfered with
- 2) If you use a trade waste container (whatever the size) this must have a closed and if a lock is fitted remain locked until the day of collection, it must display the name of your business, be placed in a suitable or agreed location and have no side waste or litter left around it
- 3) If you have trade waste bins and your contractor has not emptied your bin, contact them at once to attend as a matter of urgency. Do not continue to overfill the bin so that the lid cannot be locked do not place waste at the side of the bin or in other people's bins
- 4) If it is put in your chosen contractor's trade bags, keep them contained and do not put them out until your time of collection
- 5) Ensure that whoever collects your waste has the authority to do so. They must be registered with the Environment Agency. If it's a one off or non-regular collection, a waste transfer note must be completed. If you have a regular waste contract collection, this will normally be found on the contract you signed with your chosen waste collector. This is sometimes known as a 'Duty of Care Note'
- 6) If you dispose of your own waste, you must pay for the disposal and keep all your receipts and tipping notes for at least two years.

If you are found to be disposing of your waste illegally you may be prosecuted.



## WHAT PENALTIES ARE THERE IF I DO NOT COMPLY WITH MY 'DUTY OF CARE'

The maximum penalty is an unlimited fine and possible imprisonment.

## WHAT ARE THE COMMON MISCONCEPTIONS ABOUT COMMERCIAL/TRADE WASTE?

There are a number of misconceptions about trade waste that are important to understand.

**“Once my trade waste has been put out in either bags or bins, as far as I am concerned, the waste is no longer my problem.”**

- This is the most common misconception and is completely incorrect. All producers of waste have a legal responsibility and duty for their waste until a legal waste carrier collects it. Often bin lids are left wide open or unlocked, bins or bags are damaged, and waste is left on the floor because the contractor failed to collect it.

**This is still your waste and you are liable for it.** You must (by law) prevent the escape of waste by either yourselves or someone else going through your waste. You must ensure that your bin is secured at all times. You must also ensure you have the sufficient number of collections by your contractor to remove all of your waste and avoid it spilling out or to avoid your bin being overfilled.

**“It is my cleaners or a new member of staff who are responsible and they didn't know.”**

- It is the owners, occupiers and managers who have a legal duty for anyone they employ to ensure they know what to do with their waste. It would be you and not the cleaners going to court. The businesses' own staff or contractors failing in their duties cause most offences. This could be as simple as your staff not knowing the basic rules and procedures. Make sure your staff is fully trained on waste disposal and waste management. If they deal with waste, they should know what to do with it and where it goes.

**“We share a yard, or our rubbish was ok when we put it out”**

- You are still responsible for your own waste at all times and you must keep it tidy and secure. Check your waste regularly. Keep a look out especially for those people that make money from re-selling the contents of your bin or that may be looking for private and useful information. Don't ignore that bin with the damaged wheel, the burnt out lid or the one with the lock missing. Get the contractor to change it. Keep your bin and your bin area clean. Put this on a staff rota for someone to check daily.

## WHAT POWERS AND APPROACH DOES

## ST HELENS BOROUGH COUNCIL TAKE?

St Helens Borough Council is empowered to inspect your current waste contract arrangements to ensure you have:

- The correct size and type of receptacles e.g. daily bag or weekly bin collections
- The correct location for the purpose of storage
- The correct type of contract for substances which may be put into the receptacles
- The lid of all bins must be closed & locked (if fitted) at all times to avoid spillage
- All receptacles must be serviced on a frequent basis to avoid spillage/side waste.

St Helens Borough Council officers will check your current waste removal practices to ensure that you are legally dealing with your trade waste, however if it is found that your waste removal arrangements are not adequate, officers will serve a Section 47 notice (Environmental Protection Act 1990). This notice sets out to the business committing the offence to make acceptable provision for waste disposal, specifying the number and type of bins or waste containers required along with the recommended number of waste collections in which to resolve the issue. Failure to comply can lead to prosecution and a fine.

The Environmental Enforcement team regularly visits businesses in St Helens to inspect waste management arrangements under the Environmental Protection Act 1990. If you do not have proof of legal waste disposal/storage for your business waste, please act now before it is too late.

Please be aware officers can also request sight of documents relating to your waste disposal going back 2 years.

## WHY DOES ST HELENS BOROUGH COUNCIL

## DO ALL THIS?

Enforcement action is being taken on those that are causing a detriment to the environment. Actions range from tackling litter offences up to more serious offences of illegal deposits of waste. The council can't do this without your help and commitment. It is in all our interests to ensure we have a clean, safe and attractive town for all. Living and working in an attractive area encourages economic growth and financial investment from which all of us can benefit. We want to work with you to ensure your waste arrangements are legal. If you require further information or help regarding your trade waste please telephone St Helens Borough Council Customer Contact Centre on 01744 676789, or visit online at:

**<https://www.sthelens.gov.uk/recycling-rubbish-waste/trade-waste>**



**ST HELENS**  
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→ [www.sthelens.gov.uk/contactus](http://www.sthelens.gov.uk/contactus)

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