

Guide to Business Waste

Business waste; trade waste; commercial waste – there are many names for the waste that businesses produce. No matter what it's called, businesses that produce waste have a legal obligation to dispose of it correctly



The Environmental Protection Act 1990 places a Duty of Care on all businesses that produce waste. For more information about your Duty of Care, please visit www.environment-agency.gov.uk/business/topics/waste/40047.aspx or call the Environment Agency on **08708 506 506**.

How can I dispose of my business waste?

It is against the law to get rid of business waste by pretending it is household waste – by using household waste or recycling collections or using the Household Waste Recycling Centres or other local recycling banks.

There is a vehicle height restriction barrier now in place at both Smallmead and Longshot Lane Household Waste Recycling Centres. As such, all vans must report to the weighbridge at each site (please follow the signs to the Waste Transfer Station).

These measures have been put in place to prevent businesses disposing of their waste illegally at the Household Waste Recycling Centres.

Waste Transfer Station

You can take waste to the Waste Transfer Stations at Smallmead and Longshot Lane Waste Management Parks.

If you use the Waste Transfer Station regularly, you can set up an account with WRG (who operate the Waste Transfer Station on behalf of re3) by calling **0845 0707079**. Alternatively, the Waste Transfer Station accepts cash and credit card payments.

The waste transfer station is unable to accept hazardous waste from businesses. For details on what type of waste is classified as hazardous please see www.environment-agency.gov.uk/business/topics/waste/32180.aspx

Do I need a waste carrier's licence?

A waste carrier's licence is a permit that is required for the transportation of wastes by businesses. As such, if you are depositing waste at the Waste Transfer Station you may need a waste carrier's licence.

If you are unsure about whether you need a licence, please contact the environment agency by calling **08708 506 506** or visit their website www.environment-agency.gov.uk/business/sectors/wastecarriers.aspx

Health and safety

Health and safety on site is important for all users. All businesses depositing waste at the Waste Transfer Station must provide their staff with Personal Protective Equipment (PPE). You will need:

- **Hard Hat**
- **Steel toe capped boots/shoes**
- **High visibility jacket/vest**

Please also be aware that everyone entering the Waste Transfer Station must be wearing long trousers.

The Waste Transfer Station is unable to provide PPE to businesses and will refuse to accept waste from businesses that do not adhere to the health and safety policy.

Waste collections

Businesses can opt to have their waste collected by a private waste contractor. There are plenty of private waste contractors within the area who may be able to assist. For more information about local waste contractors, please refer to the Yellow Pages.

If you decide to pay a waste contractor to collect and dispose of your waste, you still have a Duty of Care to ensure that it is disposed of correctly.

You must make sure that:

- **Your business waste is kept secure and contained until it is collected**
- **A licensed waste carrier collects your business waste**
- **You keep records proving that a licensed waste carrier collected your waste**

The law says that it is your responsibility to ensure your waste is not disposed of illegally, as fly-tipping or other litter. You must keep a record to prove that you arranged for a licensed waste carrier to collect your waste. If you cannot prove this you can be given a Fixed Penalty Notice or prosecuted.

You must complete a Waste Transfer Note when your waste is transferred for collection. The law says that you must keep a copy of this note for at least two years.

The Environment Agency or the Council can demand to see the Waste Transfer Notes at short notice. If you cannot produce it, even if you had one and lost it, you will be in breach of your Duty of Care.

The law and you

The law places responsibilities on businesses to ensure their waste is dealt with correctly.

Remember, it is a criminal offence to:

- **Fly-tip waste**
- **Use an unregistered waste carrier to collect your waste**
- **Transfer trade waste without creating a Waste Transfer Note**
- **Fail to keep Waste Transfer Notes for at least two years**
- **Fail to contain your waste to prevent its escape**

It is an arrestable offence under section 33 of the Environmental Protection Act 1990 to dispose of any waste incorrectly, and for hazardous waste, penalties are higher. The maximum penalty is £50,000 and 6 months imprisonment at Magistrates' Court and an unlimited fine and 5 years imprisonment at Crown Court.

Find out more

Opening hours for the Waste Transfer Station

Business waste can only be deposited at the Waste Transfer Station during weighbridge opening hours:

Monday – Friday, 07:30 – 16:30

Saturday, 07:30 – 12:30

Please note that the weighbridge is closed on Christmas Day, Boxing Day and Bank Holidays.

For trade waste enquiries or to set up an account please call Waste Recycling Group (WRG) on **0845 0707079**.

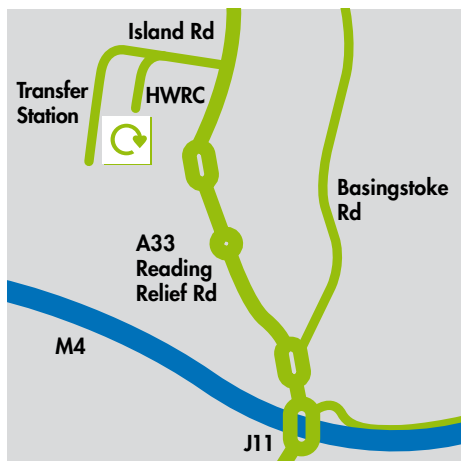
For more information about the Waste Management Parks at Smallmead and Longshot Lane, please visit **www.re3.org.uk**

Business Link offer practical advice for businesses.

- **Helpline: 0845 600 9006**
- **Web: www.businesslink.gov.uk**

re3 is the partnership between Bracknell Forest, Reading and Wokingham Borough Councils and WRG set up to increase the amount of waste that is reused, recycled and composted across the three boroughs and minimise the amount of waste sent to landfill.

Reading



**Smallmead
Waste Management Park
Island Road
Reading RG2 0RP**

Bracknell



**Longshot Lane
Waste Management Park
Longshot Lane
Bracknell RG12 1RL**