



Commercial Waste and Recycling Facilities

Site User Information



Commercial Waste Facilities – Site User Information

This leaflet is designed as a guide for businesses wishing to use the waste transfer station facilities within West Sussex.

It will help to explain:

- What waste/recyclable materials will be accepted.
- The waste acceptance requirements.
- Your responsibilities – under current legislation.
- Further information and contact details.

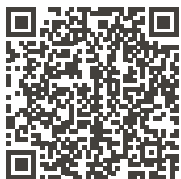
Waste Transfer Stations in West Sussex

Currently three County Council facilities are licensed to accept commercial waste and recycling from businesses. These sites are operated by Biffa.

Charges are based on the type and quantity of material being delivered and a minimum charge applies for any category of waste, which is levied at 500 kg.

Our transfer stations accept either credit/debit cards or you will need you have a credit account. No cash will be accepted.

For details of the waste transfer station locations and charges please visit our website [westsussex.gov.uk/BusinessCommercialWaste](https://www.westsussex.gov.uk/BusinessCommercialWaste) or scan the QR code below:



Definition of Commercial Waste

Commercial waste is waste arising from premises used wholly or mainly for the purposes of a trade or business, or the purposes of sport, recreation or entertainment. It is also waste arising from any commercial activity at private addresses, such as building work or gardening.



Categories of Waste and Recycling

The table on the next page lists the types of commercial wastes that can be taken to a waste transfer station. For full details of what each transfer station will accept please visit our website (QR code to website on page 2).

It is up to the person wishing to dispose of the waste to properly classify it under the correct European Waste Catalogue (EWC) Code(s). Further information can be found in the List of Waste Guidance available from the Environment Agency.

Types of Waste	Description	Examples of EWC Code
General waste (Non-Recyclable)	Any combination of non-hazardous waste types mixed together.	20.03.01
Mixed paper & card	Newspapers, magazines, office white paper, cardboard, junk mail, brochures, leaflets.	20.01.01
Co-mingled recycling	A mixture of the following: paper, card, plastic bottles, aluminium cans, steel cans, glass bottles and jars.	20.03.01
Green garden waste (No kitchen or catering waste)	Grass cuttings, branches, leaves, flowers.	20.02.01
Non-hazardous electricals	Small and large domestic appliances e.g. toasters, radios, microwaves, cookers, washing machines.	20.01.36
Hazardous electricals	Examples include TVs and monitors. NB: maximum of 5 per visit.	20.01.35
Fridges and freezers	NB: maximum of 5 fridges/ freezers per visit.	20.01.23
Fluorescent tubes	Examples include fluorescent tubes and low energy bulbs.	02.01.21

NB: All recyclable materials must be delivered as segregated non-contaminated loads only.

It is the producers responsibility to correctly describe waste as per Duty of Care responsible. For more information please visit wastesupport.co.uk or scan the QR code below:



The sites cannot accept the following types of waste from businesses:

- Asbestos
- Construction and demolition wastes including gypsum based materials e.g. plasterboard
- Hazardous wastes (other than the electrical items listed on page 4), e.g. batteries
- Liquid wastes e.g. oil
- Wood

Waste Acceptance Procedure

On delivering waste to the site you must ensure:

- A maximum gross vehicle weight of 7.5 tonnes applies.
- That you have the correct Personal Protective Equipment (PPE) - steel toe cap boots, gloves, safety glasses, hard hat, hi-vis jacket & full length trousers.
- You report to the weighbridge where you will be asked what materials you wish to dispose of and your vehicle will be weighed to assess the quantity you are carrying. If you have more than one category of waste on-board you will be asked to 'weigh-off' for each category in turn.
- Recyclable materials are clearly separated from general waste and are not contaminated (contaminated loads contain anything other than the pure materials described in the table on page 4).
- Persistent organic pollutant (POPs) waste must be clearly segregated from other waste (more information on POPs waste can be found on page 9).
- Waste is bulked up for easy off-loading.

Where waste does not meet the acceptance criteria the site operator has the right to refuse it.

On your first visit to a transfer station you will be given a site induction that explains how you will be expected to use the site safely including the use of Personal Protective Equipment (PPE).

If you have any questions please contact the site directly. Contact details can be found on our website (QR code to website on page 2).

Your Responsibilities

Duty of Care:

As a business, you have a duty to ensure that any wastes produced as part of your business or within your workplace are handled safely and within the law. This is your 'duty of care' and it applies to anyone who produces, imports, transports, stores, treats or disposes of controlled waste from business or industry. (Controlled waste is defined as commercial, industrial and household wastes).

Documentation you must provide or complete:

1. Proof of holding a waste carriers licence

If you are a business that transports, buys, or sells waste of any kind, you must have a valid waste carriers license.

For Environment Agency contact details see further guidance section.

2. A waste transfer note on arrival at the weighbridge

Under the Duty of Care regulations 1991, any transfer of non-hazardous waste between two parties must be accompanied with a description of that waste. This type of record is called a Waste Transfer Note (WTN) and it allows other people who subsequently handle your waste to know what they are dealing with so that it can be managed safely and correctly.

You are required to provide a WTN that provides a written description of the waste and makes reference to the appropriate six figure code from the European Waste Catalogue (EWC). The WTN must be signed by both parties, the waste producer and the site operator.

For repeated transfers of the same waste from the same location a 'season ticket' can be agreed between you and the site operator for up to a year.

The site operator will then provide you with an electronic WTN to show the waste has been accepted at the transfer station. Copies of WTN must be kept for a minimum of two years.

3. A consignment note is required (instead of a Waste Transfer Note) if you are carrying waste classed as Hazardous Waste

The only exception to this rule is when separately collected domestic hazardous waste is removed from a domestic property and taken immediately to a transfer station in a single journey.

For all other movements of hazardous waste a consignment note is required. A consignment note is a record of the quantity, nature, origin and destination of the waste as well as the mode of transport used to remove it. You will also need to include your details as the waste carrier and ensure it is kept for a minimum of three years.

If you are moving several types of hazardous waste and there is insufficient space on the consignment note a continuation sheet can be used.

If you have collected hazardous waste from more than one location and are delivering it to a transfer station on the same vehicle you must provide a multiple-collection consignment note. Each collection must be assigned a different consignment note code.

An example of a consignment note can be downloaded from the Environment Agency's (EA) website. Please see further guidance section for EA website address.

Are you a Hazardous Waste Producer?

If you produce more than 500kg of hazardous waste in any twelve month period you must register with the Environment Agency as a hazardous waste producer.

4. You must complete a declaration to ensure your compliance with the pre-treatment regulations 2007

Since 30 October 2007, all waste destined for landfill must have undergone a 'treatment' process before it is landfilled. This can include removal of recyclable components such as paper or metals.

Any business bringing in general mixed waste to the transfer station is required to demonstrate the waste being delivered has been pre-treated or sorted for recycling.

Waste Electrical and Electronic Equipment (WEEE) Regs.

The WEEE regulations aim to ensure that WEEE is collected separately from other wastetypes for treatment and recovery. The regulations have a significant impact on disposal arrangements and associated costs.

The types of WEEE accepted at West Sussex transfer stations include: small domestic appliances (e.g. toasters, kettles & radios); large domestic appliances (e.g. microwaves, cookers & washing machines); TVs & monitors; fridges & freezers; fluorescent tubes & low-energy light bulbs

For more information on WEEE Regs. please visit [gov.uk](https://www.gov.uk) or scan the QR code below:



Persistent Organic Pollutants (POPs)

Persistent Organic Pollutants (POPs) are certain chemical substances that are known to stay intact and do not break down. If waste containing these is not managed responsibly, they have the potential to cause damage to the wider environment.

The POPs found in waste upholstered domestic seating (including sofas, armchairs, upholstered dining and office chairs etc.) are usually present as a result of a flame retardant chemical, decabromodiphenyl ether (decaBDE), which has been banned since 2019 and is no longer used.

Some waste upholstered domestic seating has been found to contain levels of Persistent Organic Pollutants (POPs) above the legal limit. As a result, new compliance procedures came into effect on 1 January 2023.

Because of these new procedures any material that contains POPs must be segregated for collection and disposal. This is because any material that POP's containing waste has come into contact with must then be classed at POP waste.

For an updated list of materials classed as POPs waste please visit [gov.uk](https://www.gov.uk) or scan the QR code below:



Further Guidance

For further information and guidance on what you need to do to comply with the Duty of Care, other environmental laws and how best to protect the environment please contact the following organisations.

Environment Agency

The Environment Agency are the main public body that regulates waste management activities in England and Wales.

Tel: 08708 506 506

Email: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

NetRegs

NetRegs provide free environmental guidance for small and medium-sized UK businesses.

Website: www.netregs.gov.uk

West Sussex Sustainable Business Partnership

West Sussex Sustainable Business Partnership offer free support to businesses within West Sussex to help adopt sustainable business practices and to cut costs through waste minimisation, energy and water efficiency.

Tel: 01273 964239

Email: info@sustainablebusiness.org.uk

Website: www.sustainablebusiness.org.uk

The National Household Hazardous Waste Forum

The National Household Hazardous Waste Forum provide good practice advice for people, including businesses that manage types of household hazardous waste.

Website: www.hazguide.co.uk

Business Link

Business Link offer free help and advice on developing your business.

Tel: 0845 600 9006

Website: www.businesslink.gov.uk

West Sussex County Council - Wastes Management Services

Tel: 01243 642106

Email: wastes.servicescontracts@westsussex.gov.uk

Website: www.westsussex.gov.uk

