

Charity Shop Waste Disposal Policy

December 2017

This policy details the provision of a free disposal service provided to charity shops by Herefordshire Council. Free disposal is available to any organisation in Herefordshire that runs a charity shop in the county.

A limited number of **permits to tip** may be issued to the organisation to allow them to access and deposit their waste at the councils waste transfer station in Hereford.

1. Waste accepted

- 1.1. Herefordshire Council will issue an organisation that runs one or more charity shops in the county with a limited number of tipping permits per annum. The organisation may use these to dispose of household waste from charity shops it runs in Herefordshire. The allocation is based on the number of charity shops in Herefordshire, as follows:

Number of Charity Shops in Herefordshire	Maximum number of tipping permits per annum	Permit issue is subject to conditions
1 to 3	12	Initial and annual audit
4 to 6	24	Audit and weight data
7 or more	36	Audit and weight data
A further 12 permits will be provided if an organisation provides countywide reuse collections		Audit and weight data

- 1.2. This policy will be implemented over a three year period from 1 April 2018 to 31 March 2021. Charity shops currently using tipping permits will be required to reduce use of permits from current levels to those described in 1.1 above during this period as follows:

	Current use	Apr 18 to Mar 19	Apr 19 to Mar 20	Apr 20 to Mar 21
Permit Limit (no.)	Unlimited	Implementation period		As per table 1.1
St Michaels Hospice (14 shops)	400	168	84	48
British Heart Foundation	75	40	30	24
Other charity shops	<12 each	12	12	12
New charity shops	N/A	12	12	12

- 1.3. Only unusable household waste goods collected by or donated to charity shops by residents of the administrative area of Herefordshire Council are eligible for disposal free of charge.
- 1.4. No other waste from the charity shop or charitable organisation is allowed, this includes but is not restricted to:

- 1.4.1. Waste from the day to day business administration of the charity shop
 - 1.4.2. Waste from goods not donated originally from a domestic property in Herefordshire. For example goods from a business or non-domestic premises, or any premises outside of Herefordshire.
 - 1.4.3. Waste from goods collected or accepted by the charity shop that were intended to be discarded. This includes waste associated with house clearances.
 - 1.4.4. Waste from goods collected or accepted by the charity shop unsuitable for reuse. This includes any waste associated with donations including packaging and storage containers.
- 1.5. Before Permits to Tip are issued by the council the charity shop is required to provide documentary evidence of current contractual waste collection and disposal arrangements for the other waste produced, via a licenced waste management service provider.

2. Administration

- 2.1. All charity shop organisations must be registered with the council and be willing to submit annual audits of their service
- 2.2. Waste deposited using permits to tip will be delivered by the charity shop organisation to a council nominated disposal point which is:

Hereford (Rotherwas) Waste Transfer Station
Chapel Road Industrial Estate
Rotherwas
Hereford
HR2 6LD
- 2.3. Only suitable vehicles will be permitted access and vehicles shall be limited to a **maximum gross vehicle weight of 3.5t**. Vehicles larger than this shall not be permitted to deposit any waste.
- 2.4. The council will regulate the number of visits allowed per organisation per annum via the issue of controlled stationery, (permits to tip). All permits to tip need to be applied for and obtained in advance of any visit to the nominated disposal point.
- 2.5. Once implemented the council will issue the allocated permits to registered charity shops quarterly or bi-annually on a pro rata basis, but will consider annual allocation if it helps reduce the council's administration costs.
- 2.6. The charity shop organisation is required to complete all details on the permit to tip stationery issued by the council and surrender one permit per visit to the disposal point weighbridge operator.
- 2.7. Charity shops organisations may be required to separate different materials as directed, for example electrical equipment, scrap metals, wood, etc.

- 2.8. Permits to tip may only be used by an employee of the organisation they are issued to and may not be transferred to anyone else.
- 2.9. All drivers presenting materials at a nominated disposal point are required to weigh vehicles in and out.
- 2.10. The council reserves the right to alter the nominated disposal point, suspend this discretionary service or terminate the agreement with immediate effect.

3. Health and Safety

- 3.1. All charity shop staff that will be visiting a nominated Disposal Point will attend a site Health and Safety Induction meeting prior to participating in the delivery of any materials for disposal.
- 3.2. Disposal Point Site Rules will be issued to all charity shop staff, failure to comply with these rules or instructions given by Disposal Point Site Staff may result in the immediate withdrawal of this discretionary service.

4. Audit and partnership working

- 4.1. All charity shop organisations must agree to a periodic audit by council staff. To provide assurance that free disposal is being used appropriately.
- 4.2. The first audit will take place prior to 31 March 2018 and will review the impact of limiting free disposal.
- 4.3. The audit will explore ways in which the councils and charity shops can work together to encourage residents to donate useful items to charities to help generate income. It will also consider initiatives to encourage residents to dispose of items of no value to charity shops appropriately. This includes using council services such as its bulky waste collection service or disposal at a Household Recycling Centre.
- 4.4. In order to qualify for more than 12 tipping permits per annum organisations are required to provide details of the weight of material sent for recycling and reuse. This shall be provided bi-annually for the following periods:

1 st April to 30 th September	by	30 th November
1 st October to 31 st March	by	30 th June