

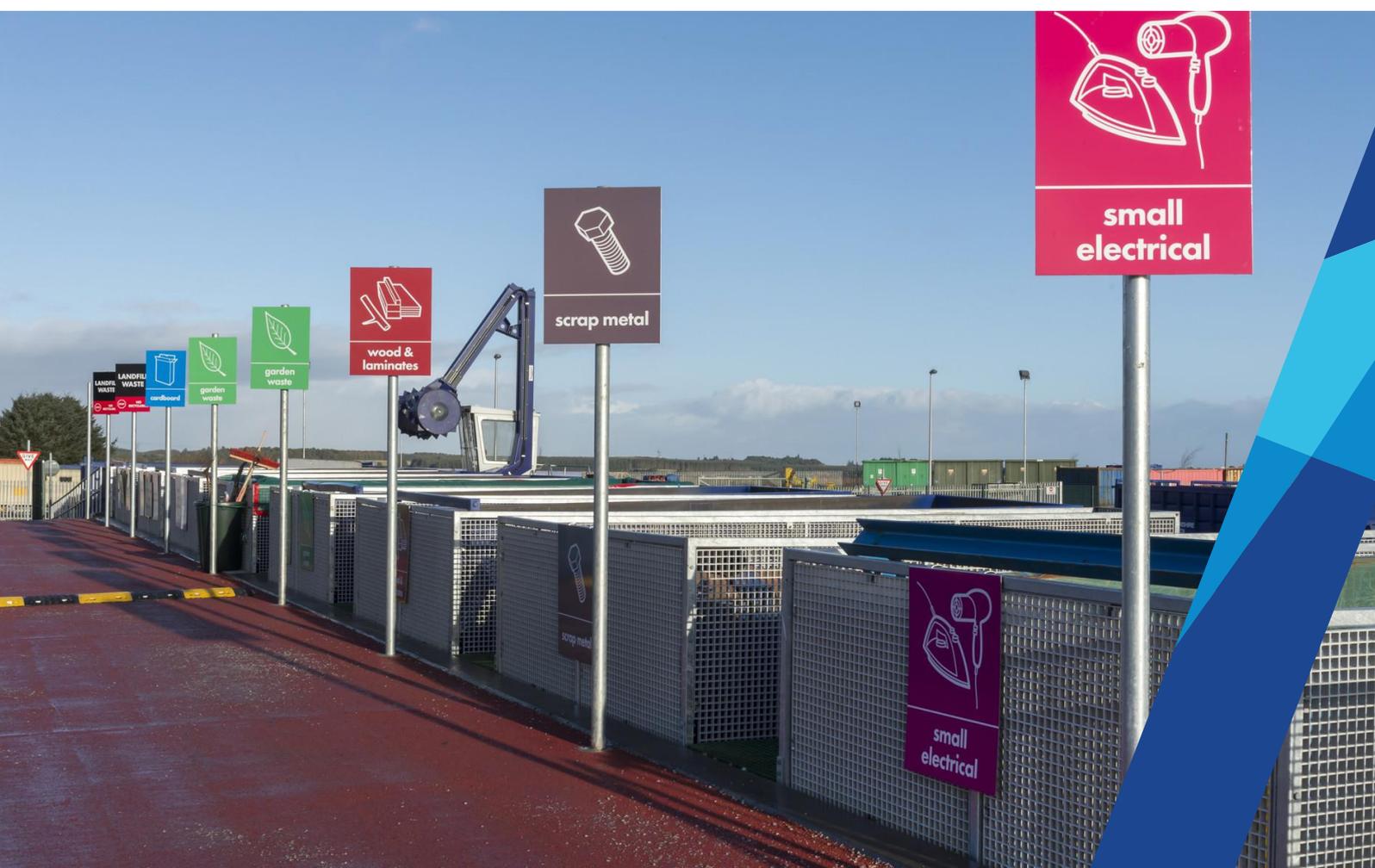


From mountain to sea

Recycling Centre Procedure

Approved

August 2019



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1 Introduction

Aberdeenshire Council operates a network of 15 recycling centres located in towns and villages across Aberdeenshire for households to use.

The primary purpose of recycling centres is to maximise recycling of waste produced by households in Aberdeenshire by allowing households to recycle materials that cannot be recycled through the kerbside collection service provided by the Council.

The recycling centres also provide a facility for residents to take excess recycling and non-recyclable waste which does not fit into their kerbside bins.

The procedures below define what services are available through the network of recycling centres to households.

Business waste customers and charities can use the chargeable recycling and disposal facilities available through waste transfer stations or sign up to a business waste collection service from their property.

Procedure 1: Locations, Opening Hours and Materials

This procedure details the materials that can be recycled through the network of recycling centres and the locations and opening hours of recycling centres.

Locations and Opening Hours

Aberdeenshire Council operates a network of 15 recycling centres located in main towns and villages across Aberdeenshire. Their opening days and hours are shown in Table 1 below.

Apart from Portlethen and Alford recycling centres, all the other recycling centres are also open on Tuesday evenings 4.30-7pm in the summer (1st April to 30th September).

Table 1 - Location and Opening Hours of Recycling Centres

Recycling centres	Opening hours
Alford - Mart Road AB33 8BZ	<p>1st May - 31st August Monday & Tuesday: 5-8pm Wednesday: 10am-12pm & 12.30-8pm Thursday & Friday: 5-8pm Saturday: 10am-5pm</p> <p>1st September - 30th April Wednesday: 10am-12pm & 12.30- 5.30pm Saturday: 10am-5pm</p>
Banchory - Crow's Nest, Upper Lochton Road AB31 4EQ	<p>Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm</p> <p>1st April - 30th September Tuesday: 4.30-7pm</p>
Ellon - Balmacassie Commercial Park, Balmacassie Brae AB41 8BY	<p>Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm</p> <p>1st April - 30th September Tuesday: 4.30-7pm</p>
Huntly - Steven Road AB54 8SX	<p>Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm</p> <p>1st April - 30th September Tuesday: 4.30-7pm</p>
Fraserburgh – Anderson Place AB43 9SU	<p>Monday-Thursday: 9am-4.30pm Friday: 9am-4pm</p>

Recycling centres	Opening hours
	Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Inch - Market Street AB52 6LA	Tuesday & Saturday: 9am-12pm & 12.30-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Inverurie - Souterford Road AB51 0TP	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Laurencekirk - Market Road AB30 1DG	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Macduff - Old Gamrie Road AB44 1QD	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Peterhead - Damhead Road Dales Industrial Estate AB42 3JF	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Portlethen - Badentoy Drive, Badentoy Industrial Estate AB12 4ZD	Thursday: 9am-4.30pm Friday: 9am-4pm Saturday & Sunday: 9am-4.30pm Monday: 9am-4.30pm
Portsoy - Station Yard AB45 2QX	Tuesday & Saturday: 9am-12pm & 12.30-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Turriff – Markethill AB53 4AZ	Monday-Thursday: 9am-4.30pm

Recycling centres	Opening hours
	Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Stonehaven – Redcloak AB39 3SR	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm
Westhill - Westdyke Avenue AB32 6QX	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm 1st April - 30th September Tuesday: 4.30-7pm

Materials Accepted at Recycling Centres

The range of materials that can be recycled at recycling centres are shown in Table 2 below.

Whilst the Council aims to provide recycling facilities for all materials listed in Table 2 at all recycling centres, at some of the smaller sites this is not currently possible due to space limitations.

An up-to-date list of materials recycled at each of the recycling centres is provided on the Council's website www.aberdeenshire.gov.uk/waste/recycling/household-waste-recycling-centre-hwrc-opening-times/.

Table 2 - Materials Recycled at Recycling Centres

Materials for Recycling	Additional Information
Batteries (household)	
Blue-bin recycling ✓ Paper, card & cardboard ✓ Metal tins, cans, aerosols & foil ✓ Food & drink cartons ✓ Plastic bottles, pots, tubs & trays	<ul style="list-style-type: none"> • Empty aerosols. • Remove food and other dirt from any foil packaging or trays. • Flatten cardboard. • Empty and rinse any containers.

Materials for Recycling	Additional Information
Car batteries (lead acid)	<ul style="list-style-type: none"> From cars, motorbikes and other vehicles.
Cooking oil	<ul style="list-style-type: none"> Make sure the cooking oil is clean and not mixed with other oils. No glass containers. Up to 5 litres per visit.
Engine oil	<ul style="list-style-type: none"> Don't mix engine oil with cooking oil or any other oils or fats. Don't mix alloy cleaner with engine oil. Up to 10 litres per visit.
Electrical appliances (anything with a plug or battery) <ul style="list-style-type: none"> ✓ Household appliances ✓ White goods ✓ TVs ✓ Computers ✓ Small electrical appliances ✓ Mobile phones 	<ul style="list-style-type: none"> Empty food stuffs out of fridges and freezers. Erase all data from phones, computers etc. - this is not secure disposal.
Fluorescent tubes (incl. energy saving light bulbs) <ul style="list-style-type: none"> ✓ Straight and compact fluorescent lamps ✓ High intensity discharge lamps ✓ Energy saving light bulbs 	
Garden waste <ul style="list-style-type: none"> ✓ Grass, cuttings, prunings, small branches, rhododendron and weeds 	<ul style="list-style-type: none"> Remove contaminants including plastic sacks, stones, plant pots, fencing material. No Japanese knotweed, ragwort, yew, giant hogweed, Himalayan balsam. No tree root balls.
Gas cylinders <ul style="list-style-type: none"> ✓ Gas bottles (such as LPG and camping gas) ✓ Fire extinguishers and similar potentially dangerous containers 	
Glass bottles & jars	<ul style="list-style-type: none"> Separate the glass into colours. No Pyrex, drinking glasses, plate glass.

Materials for Recycling	Additional Information
Plasterboard	<ul style="list-style-type: none"> • Make sure it is clean and remove tiles, wood, insulation and dirt as much as possible.
Rubble & ceramics	<ul style="list-style-type: none"> • Ceramics include sanitary ware, crockery and tiles. • Remove wood, metal, wires and glass. • No cement board.
Soil & turf	<ul style="list-style-type: none"> • Remove wood, metal, wires and glass. • No Japanese knotweed, ragwort, yew, giant hogweed.
Scrap metal	<ul style="list-style-type: none"> • Remove any flammable materials and engine oils.
Textiles <ul style="list-style-type: none"> ✓ Clothes & shoes ✓ Bags ✓ Belts ✓ Towels ✓ Bed linen 	<ul style="list-style-type: none"> • Clean and wrap in plastic bags to protect from moisture and dirt, tie shoes together in pairs. • No duvets, quilts, sleeping bags, pillows, rugs.
Wood incl. treated <ul style="list-style-type: none"> ✓ Untreated wood ✓ Painted wood ✓ Chipboard ✓ MDF ✓ Plywood ✓ OSB 	<ul style="list-style-type: none"> • Remove any nails and screws if possible. • No creosote-treated wood, such as railway sleepers or some fencing.
Reusable furniture and household goods	<ul style="list-style-type: none"> • Soft furnishings must have a fire-retardant label.

All recycling centres also accept non-recyclable waste.

Procedure 2: Permits for Vans, Pick-ups, Mini-buses and Trailers

Recycling centres are for householders to use. To limit unlawful use of recycling centres by businesses, arrangements have been put in place to provide an alternative for businesses to take their recyclable materials and non-recyclable waste to (see [Procedure 3](#)) and to effectively limit the use of recycling centres by commercial vehicles.

In practice this means that householders using a van, a pick-up, a minibus or a trailer to take materials to a recycling centre need to apply for a permit (free of charge) in advance to be able to do so, as detailed below.

Arrangements by Vehicle Type

The following arrangements apply to different vehicle types:

1. Householders can visit recycling centres using their own private cars.
Vehicles with unlimited access to recycling centres include:
 - Cars, estate cars and people carriers.
 - MPVs.
 - 4x4s.
2. Householders using types of vehicles that could potentially be in commercial use require a permit to access recycling centres. The permits are free of charge. **Vehicles that require a permit** include:
 - Vans.
 - Pick-ups.
 - Minibuses.
 - Trailers up to 6x8ft in size.
3. **Vehicles banned** from recycling centres, which are deemed as commercial or non-household, include:
 - Commercial vehicles.
 - Vehicles over 3.5 tonne gross weight.
 - Trailers larger than 6x8ft.
 - Vehicles with twin wheels or more than 4 wheels (e.g. Luton vans).
 - Tippers.
 - Plant vehicles and tractors.

Permit Applications

Householders can apply for a permit to use their vans, pick-ups, minibuses and trailers (up to 6x8ft in size) to take domestic recyclable materials and non-recyclable waste to recycling centres.

The permits are free of charge and are issued with 24 permits valid for 12 months from the date of issue.

Permits are limited to 24 permits per household per 12 months. If a household has more than one vehicle that requires a permit, they should decide which of their vehicles they want permitted as only one vehicle per household can be permitted at any one time. This also means that trailers can only be towed with vehicle types that do not require a permit.

Householders should allow up to 10 working days for the application to be processed and the permits to be issued.

Applicants need to submit an application form to apply for a permit and confirm that:

- The waste is of household origin – a declaration by applicant.
- The vehicle is in domestic use by an Aberdeenshire resident - a V5 vehicle registration form together with a Council tax bill or a utility bill.

In addition, the following conditions apply:

- **Vehicles with company logos** - if a vehicle has a company logo but is used for carrying household waste, an authorisation letter from the company is required to authorise private use of the vehicle.
 - **Trailers** - the trailer size is limited to 6x8ft. The trailer must have a lawful number plate that matches the registration of the permitted vehicle. The trailer permit will be linked to the car, MPV or 4x4 towing the trailer. This means that residents can hire or borrow a trailer and tow it with their own vehicle. It should be noted that, as permits are limited to one set per household, a trailer cannot be towed by another vehicle type also requiring a permit, i.e. a van, pick-up or a minibus.
 - **Hire vans** - if a hire van is used for moving house or for a house clearance, hire documentation (not a lease) together with matching personal identification (e.g. driving licence) can be shown to a recycling centre attendant to access a recycling centre instead of a permit. It should be noted that only hired vans and not leased ones can use this option.
 - **Towable horse trailers** - households with towable horse trailers can apply for permits, with 6 permits issued per year.
 - **Local community groups** - local community groups can, in addition to applying for permits for their household vehicles to tow a trailer, apply for a community group permit. The community group permit will not be vehicle-specific but will allow anybody holding the permit to access a recycling centre with a permissible vehicle type. In line with the household scheme, the number of permits is 24 per year and permitted vehicles are vans, pick-ups, mini-buses and trailers up to 6 x 8ft in size. As part of the application process, a group need to provide evidence of being an established local community group.
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- **Moving house** - if a household moves to a new house, their permits will remain valid until the valid to date as long as the same vehicle is used. The permits only display a vehicle registration number, vehicle type and a valid to date.
- **Changing car** - if a household changes their car, the remaining permits can be swapped to new ones. A new set of permits, matching the number of unused permits and displaying the new vehicle registration number, vehicle type and the original valid to date, will be issued.
- **Emergency situations** - in emergency situations where there is no time to wait for a permit application to be processed, for example due to an urgent house clearance following a death, households can call the Council's contact centre to arrange one-off access to a specified recycling centre using a vehicle which would normally require a permit. This one-off access can be provided to non-Aberdeenshire residents if required to allow relatives not residing in Aberdeenshire to access a recycling centre with a vehicle type normally requiring a permit.

Use of Permits

24 permits, each showing the permitted vehicle registration number, vehicle type and a valid to date (12 months from the date of issue), are issued to successful applicants.

Only one set of permits will be issues per household for any 12-month period.

One of the permits must be handed to a site attendant every time a van, pick-up, mini-bus or a trailer is used by a householder to access a recycling centre – no permit, no access.

Procedure 3: Business Waste Disposal and Recycling

The purpose of the procedure is to detail the arrangements for the disposal or recycling of business waste at the Council's waste transfer stations.

Waste produced in the course of any activity for gain and reward, whether on business or domestic premises, while self-employed, or working for others is by law classed as commercial waste. For the avoidance of doubt, grass cut by a gardener or an old bathroom suite taken out by a plumber are classed as business waste. However, householders can dispose of such waste themselves as household waste.

Businesses are legally obliged to separate out recycling from waste, store their waste securely and to dispose of it responsibly through a licenced contractor as set out in the Environmental Protection Act 1990 and Waste (Scotland) Regulations 2012.

The Council provide a business waste collection service from business premises, however, businesses wishing to take their **cardboard, garden waste, plasterboard, rubble, soil, wood or non-recyclable waste** to a waste transfer station can do so as follows:

1. The following three waste transfer stations will accept recyclable materials and non-recyclable waste from businesses on Tuesdays, Wednesdays and Thursdays 7.30am-10.30am:
 - Banchory - Crow's Nest, Upper Lochton Road AB31 4EQ
 - Ellon - Balmacassie Commercial Park, Balmacassie Brae AB41 8BY
 - Macduff - Tarlair Way, Macduff AB44 1RU
 2. No pre-booking is required.
 3. Businesses can take **cardboard, garden waste, plasterboard, rubble, soil, wood or non-recyclable waste** to waste transfer stations.
 4. Businesses should segregate their waste into non-recyclable waste and into the various recycling streams before arrival at a transfer station.
 5. Site staff may carry out random checks on waste and provide advice about which skips or containers any recyclable items found should be placed into.
 6. On arrival, businesses should drive onto the weighbridge and report to the weighbridge office.
 7. Businesses are required to present their Waste Carrier Registration, or proof of a registration as professional collectors and transporters of waste, when visiting a transfer station to show they are licensed to carry waste.
 8. Businesses will be advised by site staff of site rules they should adhere to during their visit. This includes wearing of appropriate Personal Protective
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Equipment, typically a hi-visibility top (e.g. t-shirt, vest or a jacket), hard hats and protective footwear.

9. Site rules, and in particular any traffic management arrangements put in place to ensure the safety of all site users, must be followed at all times.
 10. The Council operates a zero-tolerance policy – businesses may be required to leave the waste transfer station and any serious incidents will be reported to the police.
 11. Regular breaches of site rules may result in businesses being refused access to the facility.
 12. Businesses will be directed by site staff to deposit recyclable materials or non-recyclable waste at specific locations.
 13. A ticket specifying the recyclable materials in the load must be handed in at the neighbouring recycling centre to allow access. The ticket will be provided by the weighbridge office and is time-limited.
 14. For loads consisting of recyclable materials and non-recyclable waste, three weights will be required to ensure recyclable materials can be charged at the lower rate. This means businesses must drive over the weighbridge three times – on arrival, after unloading non-recyclable waste and after unloading recyclable materials.
 15. Payment must be made by card at the end of the visit and will be charged based on weight. To incentivise recycling, the charge by tonne for recyclable materials is significantly lower than the charge for non-recyclable waste.
 16. CCTV and body-worn cameras are in use at waste transfer stations. Information collected will be used for monitoring access to the sites, and it may be shared with other organisations for the purpose of investigating breaches of waste regulations and the prevention and detection of crime.
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