

POLICY FOR THE PLACEMENT OF RECYCLING BINS WITHIN THE CITY OF LOWER HUTT



Any Recycling Operator proposing to place clothing or other recycling bins within the legal road corridor or other Hutt City Council administrated sites must obtain prior approval from Hutt City Council's Road & Traffic Division.

Operators shall comply with the following requirements while operating recycling bins in public places within Hutt City boundaries.

APPLICATION TO OPERATE RECYCLING BINS

Application to operate recycling bins (new bin request or renewal of existing sites) within the legal road corridor or other public areas throughout the city shall be made on the standard form "Recycling Bin Placement (RAS-FORM-019)". Applications shall be made to the Admin Coordinator, Road & Traffic Division of Hutt City Council.

The recycling bin operator must cover all relevant details, including:

- (i) Operating company name, postal address and local depot address.
- (ii) Daytime and after – hours contact telephone numbers.
- (iii) Type of recyclable to be collected.
- (iv) Shape, size, and colour of recycling bin.
- (v) Beneficiary from income of disposed recyclable (eg. Charity organisation, Recycle Company).
- (vi) Period of operation (12 months maximum per application).
- (vii) Proposed frequency for monitoring of bin sites (for clean-up, empty etc).

Number and proposed locations of recycling bins.

Safety assessment of proposed locations (especially relating to visibility around/ past bins once placed, and bin stability in high winds).

Within five days of application, the Admin Coordinator shall reply to the applicant.

Any conditions of approval including specific requirements additional to this policy will be stated in the reply.

The renewal or new permits will remain valid for a maximum period of 12 months.

FEES FOR APPLICATION

Application for the placement of recycling bins on Council administrated property or road corridor shall incur a lump-sum (annual) charge of \$60.00 excluding G.S.T.

An additional fee of \$30.00 excluding G.S.T. per recycling bin (to a maximum of \$300.00) shall also be charged. This charge covers all costs associated with the issue for placement of each recycling clothing bin, and auditing of recycling clothing bin sites.

PLACEMENT OF BINS

Following acceptance of the application, placement of the recycling bins shall be in accordance with the conditions set by HCC Road & Traffic Senior Road Asset Engineer.

There are limitations regarding available space in the road corridor and other areas set aside for recycle stations throughout the City. Therefore, restrictions have been set on the number and type of recycling bins and other receptacles allowed at any individual site.

All bins are to be placed such that they do not obstruct vision at bus-stops, telephone booths, or private property vehicle entrances.

The bins shall be placed on solid level ground, so that the recycling bin is not able to move around or be easily tipped over in high winds. Bins should not be sited at the top of retaining walls or steep batter slopes, to avoid them being tipped over the edge.

MAINTENANCE OF SITE

Recycling bin owners are responsible for keeping the area in a clean and tidy condition and free of graffiti. The area must be kept clear of discarded recyclables and recycling bins, and the surrounding area, are to be emptied regularly and a maximum cycle of one week.

All recycling bins must be clearly labelled with day and night contact numbers in case of emergency. The contact numbers shall be toll free from Lower Hutt.

Recycling bins must also be kept in good (mechanical) state of repair and a clean and tidy condition at all times. The bin shall be free of protruding fittings, sharp edges or other potential hazards.

REMOVAL OR RELOCATION

Notwithstanding compliance with the above requirements, recycling bins shall be removed from the road corridor or shall be relocated/ made safe immediately upon direction from NZ Police or Hutt City Council.

In circumstances of emergency, or should the bin operator fail to comply with this policy, Hutt City Council reserves the right to engage others to relocate, remove or dispose of any such bin.

The recycling bin operator will be liable for all costs associated with the relocation or removal of bins by HCC agents in accordance with the above.

GENERAL

Recycling bin operators will be sent annually the standard form (RAS-FORM-019) at the same time annual fees invoiced.

The Operator must acknowledge acceptance of this policy and all associated conditions prior to final granting of approval by the Hutt City Council.

Hutt City Council reserves the right to cancel any recycling bin placement for any individual site without notice.

Hutt City Council further reserves the right to cancel approval for city-wide recycling bin placement following due notice to the bin operator.

Ron Muir

Divisional Manager, Road and Traffic Division

Division	Road and Traffic
Date created	15/08/01
Publication date	12/09/01
Review period	20 January 2014
Owner	Philip Murphy/leshea McDonald
Approved by	Council

Version	Author	Date	Description
V 1.0	leshea	12/09/2001	Council Approved
V 2.0	leshea	12/11/11	No Changes
V 3.0	leshea	20/01/13	No Changes
V 4.0	leshea	20/01/14	No Changes