

Using your Household Waste Recycling Site

Useful information for when you visit any of the eleven Household Waste Recycling Sites across West Sussex

Where can I find my nearest HWRS?

There are 11 Household Waste Recycling Sites in West Sussex

Billingshurst	Newbridge Road RH14 9HY
Bognor Regis	Shripney Road PO22 9GH
Burgess Hill	Fairbridge Way RH15 8AR
Crawley	Metcalf Way RH11 7XN
Chichester	Coach Road Westhampnett PO18 0NS
East Grinstead	High Grove Imberhorne Lane RH19 1TZ
Horsham	Hop Oast Worthing Road RH13 0AR
Littlehampton	Mill Lane Toddington Lane BN17 7PH
Midhurst	Bepton Road GU29 9QX
Shoreham	Brighton Road BN43 6RJ
Worthing	Hambridge Trading Estate Willowbrook Road BN14 8NA

The County Council provides Household Waste Recycling Sites (HWRS) to give householders the opportunity to legally and safely dispose of waste and recycling, which complement local authorities' collection services.

In 2016 about $\frac{3}{4}$ of the items delivered to Household Waste Recycling Sites were sent for recycling or reuse. This contributes to achieving an impressive 44% county-wide recycling rate. This document tells you what you need to know about using your HWRS.

The HWRS act as key facilities in our aim to reduce waste going to landfill. A vast number of materials can either be reused or recycled before they need to be thrown away, please consider other options before simply throwing things away. The HWRS provide a valuable service by offering a facility for a large range of recycling materials as well as disposal for non-recyclable waste.

The County Council's recycling contractor Viridor manages all the HWRS in West Sussex. As soon as the waste has been deposited at a site it becomes the property of Viridor and it is then illegal for anyone else to sort, remove or purchase any item.

Using your Household Waste Recycling Site

Using a HWRS

The following information has been provided to ensure that your visit is carried out as efficiently and as safely as possible.

Please ensure that you are familiar with this information before your visit. To ensure your own safety and that of others, please consider the following safety advice when using your local HWRS.

- Please observe safety instructions on site and only access the authorised areas signposted.
- Wear appropriate flat shoes that provide adequate protection for your feet to avoid unnecessary injury (i.e. no flip flops or stilettos).
- Wear suitable gloves to protect you from cuts when depositing sharp items
- Carry manageable (bagged) loads that you can easily unload at site.
- Carry the items straight from your car to the appropriate container or window. Don't leave items on the floor where you or other users could trip over them.
- Sort your recyclables and waste when loading a car to make it easier to unload.
- Bring additional help with you if required.
- Drive your vehicle with care and follow speed limits on site – 10mph.
- Children and pets must stay in vehicles at all times.
- Where you have to use steps, use the available handrails for your safety.
- No smoking is allowed anywhere on the sites.

If in any doubt or if you require assistance, please ask a member of staff for help.

If your vehicle does not comply with the site restrictions then you must visit an 'oversized vehicle' site – as detailed below.

For your own safety it is not permitted to park your vehicle off site and carry your waste by foot. Doing so may create a hazard on the roadway and to other users, therefore you will be refused entry.

We will not tolerate abusive or aggressive behaviour towards site staff.

Using your Household Waste Recycling Site

Who can deliver waste and recycling to an HWRS?

The HWRS are for the use of West Sussex residents to deposit household waste only. That means, only waste from the house in which you live will be accepted.

All waste and recycling must be delivered to the site by the person who produced the waste. If this is not possible they must accompany the person transporting the waste on their behalf.

If you have waste that is not from your place of residence, you will need to seek further advice on the disposal and recycling facilities available to you.

Commercial waste, or any waste produced in the course of a business, cannot be accepted at any HWRS and to deposit such waste is against the law. This type of waste can be accepted for a fee at three of the County Council's Transfer Stations.

For further information please ask for a copy of the 'Commercial waste and recycling facilities' leaflet from a member of staff.

What type of waste will I be charged for?:

Tyres from cars, vans, motorcycles (commercial tyres will not be accepted, for example, LGV)

What are the charges?

£4.00 per tyre or part tyre

How can I pay?

Payment can only be made by Visa or MasterCard debit and credit cards. Cash and cheques cannot be accepted. Payment will need to be made before you are given access to the chargeable containers.

Vehicle restrictions

To allow site users safe access, and to prevent illegal depositing of trade waste at the HWRS, the following vehicle restrictions are in place:

- Height restriction – vehicle height must not exceed 2.2 metres (7ft 2inches) tall.
- Weight restriction – gross vehicle weight must be less than 3 tonnes.
- Trailer restriction – internal dimensions no greater than 2.0m long x 1.3 wide (6ft 5 inches x 4ft 2 inches).
- Any other vehicle considered unsafe.

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Over height and length facilities

The following sites provide access for vehicles over the height and length limits:

- Burgess Hill
- Crawley
- East Grinstead
- Westhampnett (Chichester)
- Worthing

Using commercial vehicles or trailers

If you use a commercial vehicle or trailer to take waste to a HWRS you can expect to be questioned about the source of the waste by a member of staff.

To meet legal requirements you may be asked to complete a disclaimer form, stating what the waste is and where it has come from. Drivers who provide false information about the waste they are trying to deposit may face legal action. Failure to provide this information, becoming abusive or failing to comply with instructions will result in refused entry and potential legal action.

The County Council will write to any person suspected of depositing commercial waste at its sites and may take legal action.

Alternative options for disposal

- Hire a skip or Hippo Bag
- Deliver the waste to a trade/private waste facility.

Use of Closed Circuit Television (CCTV) and Automated Number Plate Recognition (ANPR)

Site interlinked security cameras and ANPR are in place. Users may be monitored if they are suspected of bringing in commercial waste.

How the rules are enforced

These rules are enforced strictly by Viridor, on behalf of the County Council.

It is in the interests of us all, to make sure that the sites are used for household waste only and not for other purposes.

- Security staff actively check and stop vehicles entering the site
- Security staff may request a disclaimer form to be completed
- Only waste that is permitted on site will be accepted
- The County Council will investigate and can prosecute any person found to be illegally dumping waste at an HWRS.

Using your Household Waste Recycling Site

Most HWRS offer recycling facilities for the following materials:

- Green garden waste
- Scrap metals
- Wood
- Bric-a-brac
- Cardboard and paper
- Newspapers and magazines
- Cans, plastics bottles and glass bottles and jars
- Electrical goods
- Furniture
- Textiles
- Toys and media
- CDs
- Tyres (Charges apply)

The following materials classed as Household Hazardous Waste can also be taken to your nearest HWRS. Please notify site staff if you have any of these and they will direct you accordingly. (some restrictions may apply):

- Fridges and freezers
- Electrical goods
- Televisions and monitors
- Low energy fluorescent tubes and bulbs
- Car and household batteries
- Engine oil
- Empty petrol/oil cans
- Gas bottles (up to 15kg in size, either butane or propane. Balloon gas bottles are accepted)
- Household chemicals (pesticides, thinners, preservatives, antifreeze, etc.)

Some sites are able to accept other items such as those listed below, please see the website for further details:

- Soil and hardcore
- Gypsum waste, i.e. plasterboard
- Cement bonded asbestos (wrapped in 1000 gage plastic sheeting/bags and sealed with tape, to avoid the release of fibres and check site availability prior to your visit).

Using your Household Waste Recycling Site

Contact Details

Wastes Management Services

 Phone 01243 642106

 Email wastes.servicescontracts@westsussex.gov.uk

 website <https://www.westsussex.gov.uk/land-waste-and-housing/waste-and-recycling/>

 write to:

Wastes Management Services
West Sussex County Council
1st Floor Northleigh
County Hall,
Chichester
West Sussex
PO19 1RH

Viridor waste Management Ltd (sites operator)
Materials Recycling Facility,
Ford Road,
Ford,
Near Arundel,
West Sussex
BN18 0FL