



**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 Street Services Division.

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

**1. APPLICATION TO OPERATE RECYCLING BINS:**

Application to operate recycling bins within the legal road corridor or other public areas shall be made via a request for Scheme Approval and subsequent uplifting of Road Works Notices (R.W.N.) in accordance with Hutt City Council's Specification for Working on Hutt City Roads.

Firstly, an application for scheme approval (to operate recycling bins throughout the city) shall be made to the Road Asset Engineer, Street Services Division of Hutt City Council.

The recycling bin operator shall submit a proposal for the bin operation covering 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).
- (viii) Number and proposed locations of recycling bins.
- (ix) Safety assessment of proposed locations (especially relating to visibility around/ past bins once placed, and bin stability in high winds).

Within fourteen days of application, the Road Asset Engineer shall reply to the applicant.

Each scheme approval will be allocated a unique approval number. Any conditions of approval including specific requirements additional to this policy will be stated in the reply.

The scheme approval will remain valid for a maximum period of 12 months.

## **2. FEES FOR APPLICATION:**

Application for scheme approval 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 of Road Works Notices for placement of each recycling bin, and auditing of recycling bin sites.

## **3. PLACEMENT OF BINS.**

Following acceptance of scheme approval to operate recycling bins within the City of Lower Hutt, the Recycling Operator shall uplift from Hutt City Council a Road Works Notice (R.W.N.) for each location where bins are to be placed.

R.W.N.s are available from HCC Street Services, 2<sup>nd</sup> floor, Laings Road Administration Building.

Under section 3 “Work type” of the RWN form, the following information shall be included:

- (i) *Work type: (description)* :- write “Placement of Recycling Bin” (state type, eg: clothing, glass, cardboard etc.).
- (ii) *RWN Classification*:- tick “*Temporary occupancy – above ground only*”.
- (iii) *Scheme Approval No.*:- state scheme approval number issued by HCC Street Services.

Placement of the recycling bins shall be in accordance with the conditions set by HCC Street Services Road Asset Engineer, as detailed in the scheme approval.

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. Appendix 1 attached to this policy statement lists the restrictions applicable to bin types and locations.

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.

#### **4. MAINTENANCE OF SITE.**

Recycling bin owners are responsible for keeping the area in a clean and tidy condition. The area must be kept clear of discarded recyclables and recycling bins 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.

#### **5. 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.

#### **6. GENERAL.**

Recycling bin Operators shall be responsible for the initiation of scheme-approval applications (either initial or 12-month renewals).

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

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

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

**Bruce Sherlock**  
**Divisional Manager Utility Services.**