

## YOUR RESPONSIBILITY FOR THE WASTE YOUR BUSINESS PRODUCES

Under the Environmental Protection Act 1990 businesses have a duty of care for all their waste, including general rubbish and things that can be recycled. The council can only provide free services for household waste collections.

**Dacorum Borough Council can prosecute offenders, so you need to be aware of your duties. You must:**

- > Sign a Trade Refuse Agreement with a carrier who is legally authorised to carry waste and pay the charges. Alternatively, you may take your own rubbish to a licensed disposal site or tip and pay the charges. Businesses cannot use the public civic amenity sites for free tipping.
- > Check that your carrier holds a Waste Carrier's Certificate of Registration or is exempt.
- > Check that your carrier is taking your waste to a licensed disposal site or tip. Carriers cannot use the public civic amenity sites for free tipping. You can be prosecuted if your carrier dumps your rubbish.
- > Ensure that you complete the waste transfer note and provide a written description of the waste. Unless the nature, quantity and collector of your waste changes, this will be on an annual basis. Normally your carrier will produce this for you as part of your agreement.
- > Keep a copy of all documentation for two years. You may have to produce this to a council officer, on demand. You can be prosecuted if you cannot produce full records for the last two years.
- > If your carrier has supplied you with labelled sacks, make sure that these sacks are used for your waste, and no others. If you have been supplied with bins, use them.
- > If you start to produce more rubbish, get your carrier to provide more bins/sacks or collect more often.
- > Bin, bag, box or bundle all refuse securely and do not put loose rubbish out for collection. Flatten down and bundle up cardboard boxes.
- > Dispose of semi-liquid waste appropriately and do not pour it into sacks.
- > Do not put any sharp or dangerous items in plastic refuse sacks, put them in boxes to avoid injuries to collectors.
- > Set aside adequate space for storage (between collections) inside the building or in an enclosed exterior space. Don't let your rubbish blow away and cause litter.
- > Put out your refuse at the time given to you by the contractor and not before. Rubbish must not be left out on the street for long periods when it can cause litter.
- > Where possible, keep all your rubbish and bins on your own property when waiting for collection. If this is not possible, put it close to your door so that it is clear that it is your rubbish waiting for collection.
- > Don't put rubbish in or beside public litter bins. Don't risk being prosecuted for causing litter.
- > Keep your premises and the area surrounding it clean and tidy. It's good for business. A series of free leaflets and information sheets is available from the EnCams Information Service (formerly the Tidy Britain Group) Tel: (020) 7831 4484 or see [www.encams.org](http://www.encams.org)

### CONTACT DETAILS

The Council has a duty to provide a collection service to commercial premises on request. If you would like the council to provide a quote for this service, requests should be made by telephone or email. Please contact the Commercial Waste Department on 01442 228025 or e-mail [jean.marsh@dacorum.gov.uk](mailto:jean.marsh@dacorum.gov.uk)