

WASTE MANAGEMENT PLAN

***A GUIDE TO HELP
LANDLORDS TO COMPLY
WITH NEW LICENCE
CONDITIONS***



**Nottingham
City Council**

This document has been produced to assist you in your responsibilities as a licence holder to comply with the new licence conditions requiring a Waste Management Plan (for new licences from 1 February 2022).

Nottingham City Council has revised and updated the licence conditions for HMO (part 2 licence) and Selective (part 3 licence). Most changes are relatively minor, but there is one change that is significant, and this is the requirement for a written Waste Management Plan (see example below).

The conditions will, in general only apply to new licences, they will not be applied retrospectively. There may be some properties where we see significant issues and the Council may want to propose these new conditions on the Licence Holder. If this happens, the licence can be 'varied', and this will go through the normal licence variation process.

A Waste Management Plan will define your strategy for managing waste during your time as a licence holder.



It will give consideration to potential sources of waste, estimate the likely volumes of waste and outline solutions for the management of waste. This may include solutions for rubbish or recycling, options for reducing the amount of waste produced, redirecting waste away from landfill and detailed plans for the practical storage and removal of waste at the premises.

When it comes to storage and removal of waste there are a number of considerations which need to be factored into your daily business. Consideration for numbers of bins for the number of households will also be required from a practical and cost management standpoint.

A Waste Management Plan will help you and your tenants to manage rubbish, look after the environment, keep the neighbourhood clear of property waste and help protect those who come into contact with it. This plan will help you to manage the waste in an efficient, effective, and safe.



The Council aims to support and help licence holders to comply with their legal obligations. However, there may be consequences for failing to cooperatively engage and comply with the requirements of your licence and these are highlighted, for transparency, at the end of this guidance.

EXAMPLE WASTE MANAGEMENT PLAN

THIS IS AN EXAMPLE OF WHAT COULD BE INCLUDED IN A WASTE MANAGEMENT PLAN, WHICH SHOULD SUPPORT YOU TO CREATE YOUR OWN PLAN.

Before renting the property, a full external and internal inspection will be completed. This will be to identify the following:

- Are there sufficient bins to accommodate the number of residents expected to reside there? Licence conditions stipulate that a full set of bins, one brown recycling bin & one green general waste bin, is available for every six tenants.
- Check that the bins are functional? i.e. lids not broken or missing and correct property number attached.
- If there is a need to replace or order additional bins then this can be done via this link - [Bin Request](#).
- External inspection of the property will show if any waste has not been removed by previous tenants and will need to be disposed of safely and correctly.
- Dependant on the type of waste the following options are available: The council offer a bulky waste removal service. This can be booked via this link - [Bulky Waste Collection](#). For Hazardous waste – a number of companies will dispose of this type of waste. Depending on the item, arrangements can be made with a suitable contractor.
- An internal inspection to review the current waste disposal methods and these will be addressed and changed if necessary. This could include ensuring there are separate bins for general and recycling waste, which are clearly labelled.
- Ensure a current waste collection day leaflet is provided, if not provide one and signpost tenant to this site for any additional leaflets - [Check My Bin Collection Day](#) and [Download Your Bin Calendar](#).

EXAMPLE PLAN CONTINUED...

- Ensure tenants are fully aware of their requirements as to what rubbish goes in which external bin. A leaflet with this information, can be found here - [Household Waste](#)
- Landlord to provide immediate neighbours with contact details (telephone number and email) for use in the event of emergencies or matters of concern.
- Attention of tenants to be drawn to clause in tenancy agreement relating to maintaining front and back gardens in a reasonable state and free of rubbish or other unsightly objects.

During the tenancy the following should be completed periodically, as reasonably practical to ensure compliance with the Waste Management Plan.

- Liaise with an agreed point of contact at the property by email to ascertain that the refuse is being discarded appropriately, and that it is being separated correctly.
- Ensure that there are enough bins to service the property adequately.
- Ensure that the bins are in good working order, i.e. lids not broken or missing.
- Ensure no bulky waste is being discarded inappropriately.
- Ensure that the bins are presented for collection in accordance with the council's guidance [Household Waste - Nottingham City Council](#)
- Ensure the bins are brought back in to the boundary of the property and stored in the designated bin storage area.

If any issues arise, or we are notified of any fly tipping this will be rectified immediately as per pre tenancy methods of removal.

EXAMPLE PLAN CONTINUED...

When the licence holder / or manager inspects the property in line with our inspection regime (e.g. every 3 or 6 months) a visual external inspection of the property will be carried out to ensure that the bins are in good working order, have lids, and ensure the correct waste is being separated and disposed of correctly and the bins are brought in of the road or foot path.

Check no waste is accumulating outside the property.

If any issues arise these will be addressed with the tenants in writing straight away and rectified immediately by appropriate methods of disposal.

4 weeks before a tenancy is due to change over, the following actions will be undertaken.

- Liaise with the tenants to advise on clearing the property and disposing of any waste in accordance with the tenancy agreement.

After the tenancy agreement ends the following procedures will be implemented as per pre-lease arrangements.

- A thorough inspection both externally and internally of the property will be conducted.
- Any waste discovered will be disposed of appropriately and promptly.
- Replace bins that are broken or missing.
- Replace waste calendar.

If the property becomes vacant for a period of time, i.e. outside term times, then the property should be assessed physically on a regular basis to ensure it is in keeping with its surroundings.

If we are notified of any fly tipping on the property whilst vacant this would be dealt with promptly by following this link: [Report Fly-tipping or Litter.](#)

End

ENFORCEMENT OPTIONS FOR NOTTINGHAM CITY COUNCIL

If all reasonable attempts to work with the licence holders and property managers fail or there is a lack of cooperative engagement, then enforcement option will be considered, these can range from a warning to a full prosecution and a few examples are detailed below;

VARIATION TO PROPOSE A NEW CONDITIONS IS ADDED ON THE CURRENT - If this happens, you will be informed and the licence would be 'varied', this would go through the normal licence variation process. You would have the opportunity to appeal this enforcement action.

CIVIL PENALTY FOR BREACH OF LICENCE CONDITIONS - Failure to comply with any of the licence conditions may result in enforcement action. Civil Penalty Notice could be proposed and served for up to £30,000 for each breach, again you would have the opportunity to appeal this enforcement action.

PROSECUTION - Failure to comply with any of the licence conditions may result in enforcement action. The fine for a breach of licence condition at Court is now UNLIMITED for each offence. You would have the opportunity to attend court and make your case to the Judge.

CONTRAVENTIONS CONSEQUENCES -

Please note that any enforcement action or legal action taken against the licence holder or anyone associated with licence holder, such as the management of the property, may affect the licence holders 'fit and proper' status.

The Council can propose to revoke or vary a licence at any time to end, by following the proper statutory notice process.

