



HMO LANDLORDS GUIDE TO Waste Storage and Disposal

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Introduction

It will come as no surprise that HMO tenants can generate large quantities of refuse and recycling. What may come as a surprise is that the landlord of the HMO has the ultimate legal responsibility for all refuse storage and disposal.

Action you take will influence how successfully the tenants deal with refuse and recycling.

You must:

- Provide adequate bins or sack storage
- Inform the tenants about waste collections at your property
- Display and update the collection information in the property
- Remove any waste left on the property as is necessary
- Monitor the property to ensure the frontage is clean and tidy
- Check bins are promptly retrieved off the public footpath after they have been emptied

Failure to meet the requirements can result in fines for you, fines for your tenants, attracting vermin and upsetting the neighbours.

The 123+ system – What is it?



In August 2022 the collection arrangements changed to the 123+ system. Most residential households use a 180-litre grey wheeled bin for their non-recyclable waste which is collected every 3 weeks from the front edge of property. HMO properties require additional bins based on the number of tenants. About 10% of properties, mainly in town centre areas, use refuse sacks and receive a fortnightly collection where outside storage space is limited making a wheeled bin collection service impractical. HMO properties require a dedicated refuse sack store that is hygienic and vermin proof.

1 Food Waste Collection every week



Tenants need a 7L indoor food waste caddy for the kitchen and a larger 23L external food waste caddy. Any meal leftovers and food waste including fruit & vegetables, bread, pasta, rice, meat, fish, bones, tea bags and coffee grounds will be collected. Caddies can be lined with newspaper or compostable bags.

2 Recycling Collection every 2 weeks



Paper, card, cardboard, cans, glass bottles and jars, empty aerosols, plastic tubs and bottles, clean foil and tetrapak cartons go in the blue lidded recycling bins or red boxes. White recycling bags will no longer be emptied.

3 Waste Collection every 2 weeks



Everything that can't be recycled goes into the grey lidded bins. Please only dispose of items that can't be recycled to ensure you have enough capacity and to minimise materials that can be repurposed going to landfill.

**A small number of properties are on a fortnightly sack collection*



Garden Waste

Collection every 2 weeks for those who paid a yearly fee



This is a yearly subscription service for garden waste only, excluding soil, turf, rubble and food waste. If you do not subscribe and your property generates garden waste, you will be responsible for its disposal, even if you place this responsibility onto the tenants.

If you no longer need a garden waste service you should contact 123collections@warwickdc.gov.uk to arrange removal of the bin. There is a small charge for this service, but it will deter your tenants from using it for refuse. Green bins which contain refuse or recycling won't be emptied by WDC contractors.

Landlords Checklist

Void Period

- Check you still have the right number of bins/sack storage at the property
- see table on page 6
- Check the bins/sack storage are empty for the new tenants
- Place new collection calendar in the property
(a 6 month calendar can be printed from our website)
- Make sure bins are clean and marked with the property number
- Ensure the bins have been returned to the appropriate storage location

Tenant Check in

- List bins on your inventory report
- Explain the bin collection arrangements
- Ask your tenants to download the WDC App for bin day reminders
- Show your tenants where bins are kept and where to present them for collection

During the tenancy

- Check the frontage regularly - is it neat and tidy, is maintenance required, are there bin issues?
- Check there are no accumulations of refuse in the rear garden
- Remove and responsibly dispose of any refuse that doesn't fit in a bin or sack store.
- Promptly remove and responsibly dispose of any bulky items
- Schedule periodic internal inspections

Tenant check-out

- Advise tenants they can book a slot at www.warwickshire.gov.uk to take any unwanted household items to Princes Drive Recycling Centre in Leamington Spa or Cherry Orchard Recycling Centre in Kenilworth. Any good quality and clean items can be donated to local charity shops.
- Ensure the bins are empty before the tenants leave, unless you have agreed to put them out and bring them in again for them
- Ensure bins are not left on the public footpath

Collection

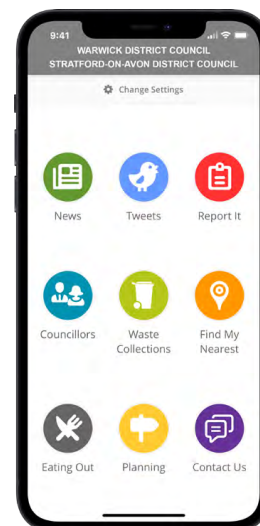
- When is it?



Collection dates can be checked and calendars can be printed out on the Warwick DC website: www.warwickdc.gov.uk/123.

You must have a copy of the current collection calendar displayed in the property. This will need to be printed and provided to tenants every 6 months.

Tell your tenants to download the **Warwick DC App** for collection day alerts, watch the explainer video on Youtube or even ask Alexa.



Bins - How many?



Landlords with properties on a bin collection route must supply the correct number of bins, for the number of occupiers. You can have a mix of wheeled bins and recycling boxes if space is limited.

- If containers are lost during the tenancy we will ask you to purchase replacements at your own cost.
- **For larger properties with more than 1 refuse bin, you will need a permit fixed to the bin to ensure it is emptied . The permit will be provided when you buy additional bins and will be for a period of 2 years. After expiry you will need to request a new permit from 123collections@warwickdc.gov.uk**
- We recommend you list all bin containers on your inventory report
- Clearly mark bins with the house or flat number.
- Encourage tenants to bring bins back onto the property promptly after collection, otherwise they may be adopted by neighbours or removed by the Council. The tenants and landlord may also receive a fine.

 NUMBER OF OCCUPANTS	 REFUSE CONTAINERS REQUIRED 3 weekly collections	 RECYCLING CONTAINERS REQUIRED 2 weekly collections	 FOOD WASTE CONTAINERS REQUIRED 1 weekly collections	 REFUSE CONTAINERS OR BAG STORAGE REQUIRED 2 weekly collections
1-3	1 x 180 litre grey bin	1 x 240 litre blue lidded bin	1 x 7 litre food caddy (internal use) and 1 x 23 litre food waste bin (external use)	Provide 60L refuse storage per tenant and 60L recycling storage per tenant
4-5	2 x 180 litre grey bins (or equivalent)	2 x 240 litre blue lidded bins	1 x 7 litre food caddy (internal use) and 2 x 23 litre food waste bins (external use)	Provide 60L refuse storage per tenant and 60L recycling storage per tenant
6-8	2 x 240 litre grey bins (or equivalent)	2 x 240 litre blue lidded bins	1 x 7 litre food caddy (internal use) and 2 x 23 litre food waste bins (external use)	Provide 60L refuse storage per tenant and 60L recycling storage per tenant
9+	Allow 60 litres PP, please contact Contract Services to discuss appropriate type of bins	Allow 60 litres PP, please contact Contract Services to discuss appropriate type of bins	1 x 7 litre food caddy (internal use) and 2 x 23 litre food waste bins (external use)	For larger properties email contract.services@warwickdc.gov.uk for advice on communal collections

But my property is on a sack collection!

A smaller number of properties will be on a fortnightly sack collection route, you must provide enough storage to contain the black sacks and recycling between collections. This will apply mainly to town centre properties where storage space is limited.

The storage should :

- Be cleansable
- Pest proof with close fitting lids/doors
- Provide at least 60L of refuse storage per tenant
- Provide at least 60L of recycling storage per tenant or one red recycling box per tenant

Black lidded dustbins with lid clips or plastic storage boxes/sheds used to hold garden furniture would be considered suitable examples.

You can opt for wheeled bins but only if there is suitable outside space within the boundary of the property, which can be purchased bins from our website. The property will remain on a fortnightly collection and as such smaller bins will be provided.

Bin Location – Existing HMO

The HMO Management Regulations and HMO licence conditions require you to keep the bins and refuse storage in a suitable location.

- Within the boundary of the property i.e not on or overhanging a public path or alley way.
- An area that does not compromise the route of escape in the event of a fire.
- Located within a reasonable distance to the property.



Bin Location – New HMO

Yes, it matters and it could be a reason to refuse your planning application.

Planning permission for new HMO will not normally be granted unless your application includes satisfactory storage provisions for waste and recyclable material. We advise you and your architect to check the [‘Refuse and Storage Requirements’ Guide](#) on the website www.warwickdc.gov.uk.

Planning Policy H6 also requires:

- The bins aren't visible from the street or in the front garden.
- The bins must be moved to the collection point along an external route i.e. not through the property.

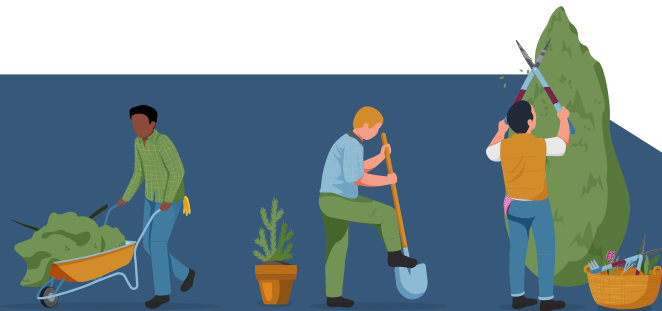
Policy H6 and the updated planning guidance only apply to new developments. Bins Stores that do not adhere to the approved plans may be the subject of planning enforcement action.

Internal Bin Stores

Internal bin stores may be accepted as a last resort; however, all other viable options should be explored first. Internal bin stores:

- Must be sited in a location that does not compromise the route of escape.
- Must be constructed of suitably fire-resistant materials:
 - » If the top storey is up to 5m from ground level, 30 minutes fire resistance is required i.e. plastered stud walls and close fitting FD30 fire doors.
 - » If the top storey over 5m from ground level, 60 minutes fire resistance is required i.e. Stud walls with fire board offering 60 minutes resistance and close fitting FD60 fire doors.
- Must be lined with an impervious and easily cleansable material e.g tile or PVC cladding that is suitably fire resistant.
- There should be a fire extinguisher located nearby.
- Interlinked fire detection may be required within the bin store for larger properties.
- Should not open into a habitable room
- Should have an external source of ventilation not smaller than 0.2m².

Garden Waste



If the property has a garden which the tenants are liable to maintain under the tenancy agreement, you must provide a green garden waste bin with a valid permit attached or an alternate service to dispose of the garden waste.

If the garden is maintained by a regular contractor whose responsibility it is to remove the garden waste, you may be asked to provide details of the contract.

It's good practice to remove any green bins not in use to prevent tenants using them for general rubbish. Green bins with general refuse or recycling in them won't be emptied.

Bulky Waste and Building Waste



It is inevitable that during the tenancy or summer void period that there will be bulky waste to get rid of, usually office chairs, broken furniture, broken white goods or building waste from home improvements.

You are required to ensure the frontage of the property remains clean and tidy.

Arrange for any bulky items and construction waste to be promptly removed by a licensed waste carrier or taken to Princes Drive Recycling Centre. Alternatively, arrange a bulky waste collection using the online booking form at www.warwickdc.gov.uk.

Don't leave it on the frontage and hope for the best.

Enforcement Action - Landlords

Private Sector Housing will seek to work with you to ensure the property is set up correctly and you meet the legal requirements.

If a landlord is unwilling to work with us to comply with licence conditions or HMO Management Regulations, we will consider a civil penalty or prosecution.

- **Breach of HMO Licence Conditions up to £5000 per offence.**
- **Failure to Comply with the Management Regulations in respect of HMO up to £1000 per offence.**

If your tenants receive a Community Protection Warning Notice for accumulations or fly tipping, this will trigger a review of your licence. You will be asked to provide evidence of proactive checks of the property and attempts to intervene with your tenants. A shorter probationary licence may be granted at full cost.

Enforcement Action - Tenants

The Contract Services Enforcement Team will work with tenants and offer advice when needed. We are making regular spot checks across the district and will be taking enforcement action when education doesn't work in relation to the below offences. The below could result in a fixed penalty notice being issued to the tenants.

- Fly tipping (this includes presenting black sacks, prior to the collection day).
- Bins on the highway.
- Accumulated waste (waste in the front curtilage of the property).

Please visit our web page below for further information: www.warwickdc.gov.uk/wasteenforcement

Further information and advice

For HMO bin orders, new permits or bin removal requests we recommend phoning 01926 456123.

The Private Sector Housing Team are happy to help you if you are unsure about HMO requirements. Please contact us for help and advice if you need it.

Privatesectorhousing@warwickdc.gov.uk

Contract Services are also on hand to help with enquiries about communal collection arrangements for blocks, planning guidance for new developments and enforcement notices you or your tenants may have received.

Contract.services@warwickdc.gov.uk



www.warwickdc.gov.uk