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Solihull
Community Housing
Shaping our neighbourhoods

Solihull Community Housing

Waste Types, Acceptance Procedures and Storage

Application to Vary Environmental Permit EPR/PP3692FS
Chapelhouse Road Asset Management Hub, Chapelhouse Road,
Chelmsley Wood, Solihull, B37 5HA

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Our Reference: SCC-Waste Types & Procedures, RP01, Final



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SCC-Waste Types & Procedures, RP01, Final

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1 INTRODUCTION

1.1 BACKGROUND

1.1.1 Solihull Community Housing (***the Operator***) is a private company limited by guarantee without share capital, owned by Solihull Metropolitan Borough Council. It provides a housing management service to Solihull MBC's tenants and leaseholders. The terms and conditions of the agreement between tenants and leaseholders and the Operator are covered in the Tenancy Agreement or Lease Agreement and are legally binding on all parties.

1.1.2 Most of the services provided by the Operator on behalf of the Council are mandatory, (e.g. to provide relief or prevention of homelessness under the Homeless Reduction Act). As part of its work, the Operator is responsible for:

- The modernisation and refurbishment of the housing stock;
- The removal of all wastes and materials discarded by the outgoing tenants;
- The inspection and validation of repairs to be carried out and the removal of any wastes associated with refurbishment and repair works.

1.1.3 Wastes include:

- Any items discarded by the outgoing tenant;
- Discarded materials from refurbishment and repair works;
- Garden wastes;
- Wastes associated with the garage and shed clearances;
- Bulky waste collection service, i.e. the collection of up to 3 bulky items per tenant or lessee, where booked and agreed;
- Collections of fly-tipped wastes on behalf of Solihull MBC.

1.1.4 Solihull Community Housing operates a Waste Transfer Station for the receipt, storage and safe management of wastes arising from tenanted and leased properties at Chapelhouse Road Asset Management Hub, Chapelhouse Road, Chelmsley Wood, Solihull, B37 5HA (***the Site***).

1.1.5 The Site has the benefit of an Environmental Permit (EPR/PP3692FS), which was issued on 30 September 1999 and authorises the receipt of up to 5,000 tonnes per annum of predominantly non-hazardous household, commercial and industrial waste. Permit conditions 2(a) and 2(b) state:

Notwithstanding the above no waste liquids, sludges or articles containing liquids or sludges shall be deposited or stored at the site.

- (b) Notwithstanding Condition 2(a) no special waste, other than lead acid batteries, as defined by Regulations in force under Section 62 of the Environmental Protection Act 1990 shall be accepted at the site.

- 1.1.6 The permit was varied on 3 April 2009 to add Standard Rules sets SR2008 No5 and SR2008 No23. The permit was varied again on 31 March 2017 to remove the Standard Rules sets, effectively returning the permit to its original version with an added condition 48 enabling the Environment Agency to notify the Operator to submit a Fire Prevention Plan and implement it if required (see below).

48 Fire prevention

- 48.1 The operator shall take all appropriate measures to prevent fires on site and minimise the risk of pollution from them including, but not limited to, those specified in any approved fire prevention plan.
- 48.2 The operator shall:
- (a) if notified by the Environment Agency that the activities are giving rise to a risk of fire, submit to the Environment Agency for approval within the period specified, a fire prevention plan which prevents fires and minimises the risk of pollution from fires;
 - (b) implement the fire prevention plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

- 1.1.7 In addition to the permit, the Operator has registered S1 and S2 exemptions for the Site (exemption reference WEX424596).
- 1.1.8 The Operator now seeks to vary permit EPR/PP3692FS to include wastes currently received under the S1 and S2 exemptions, with the intention of deregistering the exemptions immediately before permit variation issue. In addition, it is proposed that the maximum volume of waste storage at any one time will increase from 130 cubic yards (i.e. 99m³) to 300 cubic yards (i.e. 229m³).
- 1.1.9 Hazardous wastes currently received in accordance with the S1 and S2 exemptions (with the exception of lead acid batteries, which are received under the permit) will require adding to the list of permitted wastes, as part of this variation. The full list of proposed wastes is included in Section 2, Table 1.
- 1.1.10 The maximum waste throughput at the Site will remain as currently authorised by the permit, i.e. 5,000 tonnes per annum. There is no change to the permit boundary.
- 1.1.11 As part of house clearance works etc, small quantities of hazardous wastes such as asbestos, waste oil, lead acid batteries, fluorescent tubes etc may be delivered to the Site for safe storage in dedicated containers prior to off site removal to authorised facilities. The maximum amount of hazardous waste accepted at the Site will not exceed 10 tonnes day and no more than 50 tonnes of hazardous waste will be stored on site at any time. By accepting and safely storing hazardous wastes on site for their removal to authorised facilities, the Operator ensures these materials are safely managed when properties are vacated by tenants and lessees and not left abandoned in vacated residential properties.
- 1.1.12 The purpose of this document is to detail the waste types, waste acceptance procedures, waste storage and waste management procedures at the Site.
- 1.1.13 The Site comprises a fully concreted external yard that is drained to foul sewer, via an interceptor.
- 1.1.14 Waste storage at the Site comprises:
- A netted waste storage area circa 5.00m high for the storage of mixed construction and

demolition wastes (bricks, tiles, concrete, rubble) and scrap metal in dedicated roll-on roll-off containers (no wastes are stored directly on the ground). The netted area is suitably sized to house up to 3 No roll-on roll-off containers, each of 20 to 25 cubic yard capacity. A water sprinkler system is installed to provide coverage of the roll-on roll-off containers for dust suppression.

- 1 No 20 cubic yard skip for bulky wastes, such as domestic seating, which may contain persistent organic pollutants (POPs)
- 1 No 8 cubic yard WEEE skip
- 4 No 1,100 litres lockable wheelie bins for the storage of confidential waste;
- 3 No 1,000 litres IBCs for the storage of waste paint tins
- 1 No plastic collapsible lamp / fluorescent tube storage container
- 1 No battery storage container for lead acid batteries
- 1 No battery storage container for domestic type batteries (e.g. alkaline AA and AAA batteries)
- 1 No sealed and lockable container for the storage of asbestos wastes
- 1 No secure gas bottle storage cage
- Large domestic appliances (LDAs) storage area
- 1 No wood skip.

- 1.1.15 There is also an electrically operated waste compactor that compacts waste into 35 cubic yard compactor bins, which are emptied at least twice per week.
- 1.1.16 A lockable secure storage area is provided for unclassified/hazardous waste, in the unlikely event that any is allowed on site, prior to its urgent removal off site to an authorised facility.
- 1.1.17 All waste storage containers are stored on the impermeable concrete base, which drains to foul sewer, via the interceptor (see above).
- 1.1.18 The Site is located on the Chelmsley Wood housing estate, in a predominantly residential area, and is accessed off Chapelhouse Road. The depot is secured by 2.5m high steel palisade perimeter fencing, with the exception of the northern boundary adjacent to the Junction Community and Enterprise Centre. Here the boundary is secured by a 6m high steel frame and metal clad wall and 2.7m high steel palisade fencing. The Site entrance is secured by two 2.5m high lockable palisade gates.
- 1.1.19 CCTV cameras are installed for additional security and provide coverage of all the Site. In total 5 No PTZ (pan, tilt and zoom) cameras and 6 No static cameras are installed.
- 1.1.20 These cameras are monitored outside of operational hours by a dedicated team at Solihull MBC, who would raise the alarm and notify the police, fire service and site personnel, as appropriate, in the event of illegal entry, fire or smoke so that emergency measures could be implemented (see

Environment and Emergency Management System).

- 1.1.21 The Kingshurst Brook is located circa 23m east of the Site at the closest point. There are no discharges from the Site to this or any surface water course.
- 1.1.22 The application to vary the permit has been prepared in accordance with:
- Non-hazardous and inert waste: appropriate measures for permitted facilities
 - Chemical waste: appropriate measures for permitted facilities.
- 1.1.23 The Site has an Environmental and Emergency Management System, which has been prepared by Solihull Community Housing's Logistic Manager and Logistics Co-ordinator. Both members of staff have suitable WAMITAB Certificates and in date Certificates of Continuing Competence for the Site.
- 1.1.24 A detailed Fire Prevention Plan (FPP) has also been prepared by Solihull Community Housing to accompany the application to vary the permit.

2 PROPOSED WASTE TYPES

- 2.1.1 The list of permitted wastes at the Site is detailed in Table 1 below. All waste will be accepted in accordance with the waste pre-acceptance and acceptance procedures detailed in Section 3 below.

Table 1: List of Permitted Wastes

Waste Code	Description
13	Oil wastes and wastes of liquid fuels
13 02	Waste engine, gear and lubricating oils
13 02 05	mineral based non-chlorinated engine, gear and lubricating oils
16	Wastes not otherwise specified in the list
16 05	Gases in pressure containers and discarded chemicals
16 05 04*	gases in pressure containers containing hazardous substances (LPG gas bottles)
16 05 05	gases in pressure containers other than those mentioned in 16 05 04
16 06	Batteries and accumulators
16 06 01*	lead acid batteries
17	Construction and demolition wastes (including excavated soil from contaminated sites)
17 01	Concrete, bricks, tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	Wood, glass and plastic
17 02 01	wood
17 02 02	glass
17 02 03	plastic
17 06	Insulation materials and asbestos-containing construction materials
17 06 04	Insulation materials
17 06 05*	construction materials containing asbestos

Waste Code	Description
17 08	Gypsum based construction materials
17 08 02	Gypsum based construction materials other than those mentioned in 17 08 01
17 09	Other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
20	Municipal wastes (household waste and similar commercial, industrial)
20 01	Separately collected fractions
20 01 01	paper and cardboard
20 01 02	clean glass only
20 01 21*	fluorescent tubes and mercury containing wastes
20 01 23*	discarded equipment containing chlorofluorocarbons (fridges and freezers)
20 01 27*	paint, inks, adhesives and resins containing hazardous substances
20 01 28	paint, inks, adhesives and resins other than those mentioned in 20 01 27*
20 01 33*	batteries and accumulators
20 01 34	batteries and accumulators other than those mentioned in 20 01 33*
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components (TVs/monitors)
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 37*	wood containing hazardous substances
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 03	Other municipal wastes
20 03 01	mixed municipal waste
20 03 07	bulky waste

2.1.2 Under Section 34(2A) of the Environmental Protection Act 1990 and the Waste Duty of Care Code of Practice (DEFRA, November 2018), householders are excluded from the requirement to provide a Waste Transfer Note for the removal of non-hazardous waste or a Hazardous Waste Consignment Note for the removal of hazardous waste (except asbestos) from their domestic property. Householders have a requirement to complete a Hazardous Waste Consignment Note for the removal of asbestos waste.

2.1.3 When Solihull Community Housing undertakes waste clearances or renovation work at a tenanted or leased property, the tenant or lessee has typically vacated or abandoned the premises. The Operator or their contractor will complete an appropriate Waste Transfer Note or Hazardous Waste Consignment Note electronically via Tablet or Personal Digital Assistant (PDA), which will confirm the address/origin of the waste, the waste types and relevant European Waste Catalogue (EWC) codes, waste cubic quantity and the duty to apply the waste hierarchy etc, as required by Regulation 12 of the Waste (England and Wales) Regulations 2011. This will enable site staff to check the details to

ensure that only authorised materials are delivered to the Site. Any unacceptable or non-permitted loads will be refused entry to the Site and directed by site staff to a more suitable, properly authorised site. House clearance personnel, including contractors, will not be allowed to deposit unauthorised waste at the Site.

3 WASTE ACCEPTANCE

3.1 WASTE PRE-ACCEPTANCE PROCEDURES

3.1.1 The waste producers (i.e. householders) are not required to provide Waste Transfer Notes or Hazardous Waste Consignment Notes (unless the material is asbestos) for the removal of wastes from their premises. The Operator's house clearance staff or appointed contractors will provide details of the proposed wastes to be removed from domestic properties to the Site, so that site staff can check to ensure only authorised materials are delivered to the Site (see above). Staff and contractors will ensure the following details are provided and that a suitable Waste Transfer Note or Consignment Note is raised for the waste movement from the domestic property to the Site:

- The waste description;
- The European Waste Classification (EWC) code;
- The source and nature of the waste, including its physical form;
- Any special handling measures;
- Any potential risks to process safety, occupational safety and the environment (e.g. from odour or dust);
- Details of the waste holder (name, address and contact details);
- An estimate of the quantity to be delivered.

3.1.2 Any non-permitted or unsuitable waste is rejected prior to delivery.

3.2 WASTE ACCEPTANCE PROCEDURES

3.2.1 Solihull Community Housing is a Registered Waste Carrier (reference number CBDU68632) (upper tier carrier, broker, dealer). Appointed contractors that deliver wastes to the Site are also required to be Registered Waste Carriers. Checks will be made to confirm whether the haulier is a Registered Waste Carrier. Only registered carriers will be permitted to use the Site.

3.2.2 Waste will not be accepted if for any reason there is insufficient storage capacity available or if the Site is inadequately manned. This is to ensure that all waste is managed effectively to prevent pollution or loss of amenity.

3.2.3 Site operatives are suitably trained and will follow documented procedures. On arrival of a waste load, site staff will ensure that all waste is authorised by the permit and the quantity/cubic metre of the waste types will be measured/estimated upon deposit and recorded electronically via the Tablet/PDA.

- 3.2.4 Every delivery of waste will be recorded, including the date of delivery, weight/volume, waste type, registered carrier, Waste Transfer Note or Consignment Note number and vehicle registration. This will allow for tracking of wastes, the generation of reports and waste returns, as well as providing comprehensive, auditable information.
- 3.2.5 A visual inspection of the contents of all waste loads, including those received in enclosed containers, will be made during deposit. In the unlikely event that unsuitable or unauthorised waste has been inadvertently deposited at the Site, it will be removed to a secure quarantine skip or unacceptable waste storage area and arrangements made immediately for a suitable Registered Waste Carrier to transport it off-site to an authorised facility.

4 NON-CONFORMING WASTE

- 4.1.1 Any loads which contain non-permitted wastes shall be rejected prior to delivery or unloading. In the event that non-permitted waste has been inadvertently deposited at the Site, it will be temporarily stored in the quarantine skip or unacceptable waste storage area, pending its removal to an authorised facility.
- 4.1.2 Material rejected from the Site shall be issued with a record stating why, when and from which contract it was provided. This record shall be held on site for the Environment Agency to inspect.
- 4.1.3 A Waste Transfer Note or a Hazardous Waste Consignment Note will be raised, respectively, for any loads of non-hazardous or hazardous waste removed from the Site.
- 4.1.4 The Operator will ensure that any non-permitted wastes requiring removal from the Site will be transferred by a Registered Waste Carrier to a facility authorised to receive such wastes.

5 WASTE STORAGE

- 5.1.1 Wastes storage is summarised in paragraph 1.1.13, which is reproduced below:
- A netted waste storage area circa 5.00m high for the storage of mixed construction and demolition wastes (bricks, tiles, concrete, rubble) and scrap metal in dedicated roll-on roll-off containers (no wastes are stored directly on the ground). The netted area is suitably sized to house up to 3 No roll-on roll-off containers, each of 20 to 25 cubic yard capacity. A water sprinkler system is installed to provide coverage of the roll-on roll-off containers for dust suppression;
 - 1 No 20 cubic yard skip for bulky wastes, such as domestic seating, which may contain persistent organic pollutants (POPs);
 - 1 No 8 cubic yard WEEE skip;
 - 1 No 35 cubic yard container for large domestic appliances such as cookers, washing machines, dishwashers etc;
 - 4 No 1,100 litres lockable wheelie bins for the storage of confidential waste;
 - 3 No 1,000 litres IBCs for the storage of waste paint tins;

- 1 No plastic collapsible lamp / fluorescent tube storage container;
- 1 No battery storage container for lead acid batteries;
- 1 No battery storage container for domestic type batteries (e.g. alkaline AA and AAA batteries);
- 1 No 1,000 litres double skinned oil storage tank for waste oil;
- 1 No sealed and lockable container for the storage of asbestos wastes;
- 1 No secure gas bottle storage cage.

5.1.2 Typically the Site receives circa 5 tonnes per day of wastes. Loads are only delivered by Solihull Community Housing staff or their approved contactors. Delivery vehicles are directed to the appropriate segregated storage containers, based on the delivered waste types. No waste is tipped onto the ground or sorted from the ground, it is all sorted from the delivery vehicles into the appropriate waste storage containers or into one of the 35 cubic yard compactor containers. Wastes are bulked up and transferred off-site to approved and authorised waste management facilities for recycling or disposal in accordance with the waste hierarchy principle. Compactor containers are typically emptied twice per week as a minimum.

5.1.3 All storage containers are labelled, so that delivery staff are aware of the correct waste type to be deposited within.

5.1.4 Small quantities of asbestos waste are delivered to the Site for secure storage and bulking-up, prior to disposal off-site at an authorised facility. Prior to waste delivery to the Site, all incoming asbestos will be double-bagged or wrapped in minimum 500-gauge polythene and sealed at the place of removal by competent Solihull Community Housing staff or approved contractors. No loose material will be allowed. Bagged and wrapped asbestos are transferred by hand from the delivery vehicles into the container, materials are not tipped at any time.

5.1.5 The asbestos storage container has a capacity of 14 cubic yards (10.7 cubic metres) and is totally enclosed and lockable. The amount of asbestos to be stored will not be greater than 9.5 tonnes at any one time.

5.1.6 The storage container will be clearly signed with suitable warnings of asbestos content and will be kept locked at all times when not in use. The Operator will ensure that it is kept in good repair and in a secure and safe area of the Site. In the unlikely event of damage to the container it will be suitably repaired or replaced with a fully enclosed and lockable container. Asbestos will not be stored in a damaged container.

5.1.7 The asbestos storage container is located within its own designated secure lockable fenced area at the Site. Key holders are restricted to fully trained competent Solihull Community Housing asbestos removal operatives and site staff.

5.1.8 All refrigerators and freezers will be securely stored within a designated/segregated fully covered storage container at the Site. Each item will be stored in an upright position with doors facing each other.

- 5.1.9 Small WEEE waste will be stored in an 8 cubic yard skip within a designated/segregated fully covered storage area.
- 5.1.10 All mixed fluorescent tubes and lamps will be securely stored within a 6ft plastic fully enclosed collapsible lamp storage container (pallet) complete with lid.

6 HOUSEKEEPING

- 6.1.1 The Operator will ensure efficient and regular housekeeping is used to maintain the Site in a tidy condition and minimise any risks of dust, litter or odour escaping the Site boundary.
- 6.1.2 The Site will use first in first out principles to ensure waste materials are not allowed to accumulate for extended periods of time. This will prevent the potential for any build-up of dust or odour and ensures that all materials are rapidly removed.
- 6.1.3 Site cleaning procedures include sweeping the Site yard, including the corners, to ensure all material is removed and potentially dusty residues do not remain in-situ.
- 6.1.4 Typically, the Site will be swept during the course of the working day and at the end of the working day to ensure the facility is left clean and tidy both during and outside of operational hours. Site sweeping will be carried out by site operatives under the supervision of the Logistics Manager or other Technically Competent Person.
- 6.1.5 The trigger for additional sweeping and cleaning will be during periods of dry weather, which may give rise to dusty conditions, during daily site inspections if noticeable dust, litter or debris accumulation is present.
- 6.1.6 It is important to note that all the Site surface comprises concrete and all wastes are stored in designated containers and bins. No waste materials are tipped or stored on the ground. There is no requirement for vehicles to drive over unmade roads or surfaces.
- 6.1.7 In the unlikely event that mud or dust is identified as an ongoing issue a road sweeper can be sourced from a local supplier.
- 6.1.8 In the event that circumstances beyond the control of the Operator (such as the breakdown of critical plant on site or the closure and general non-availability of sites that the materials are typically sent to) result in the quantity of waste building up to levels approaching the maximum authorised in the permit, alternative authorised facilities will be sought as a matter of urgency to ensure that waste levels are quickly controlled and materials do not give rise to fugitive emissions off site.
- 6.1.9 All wastes are dispatched from the Site in suitably enclosed or sheeted containers and bins to authorised facilities in accordance with the Duty of Care and Waste Transfer Note or Hazardous Waste Consignment Note procedure, as appropriate.