



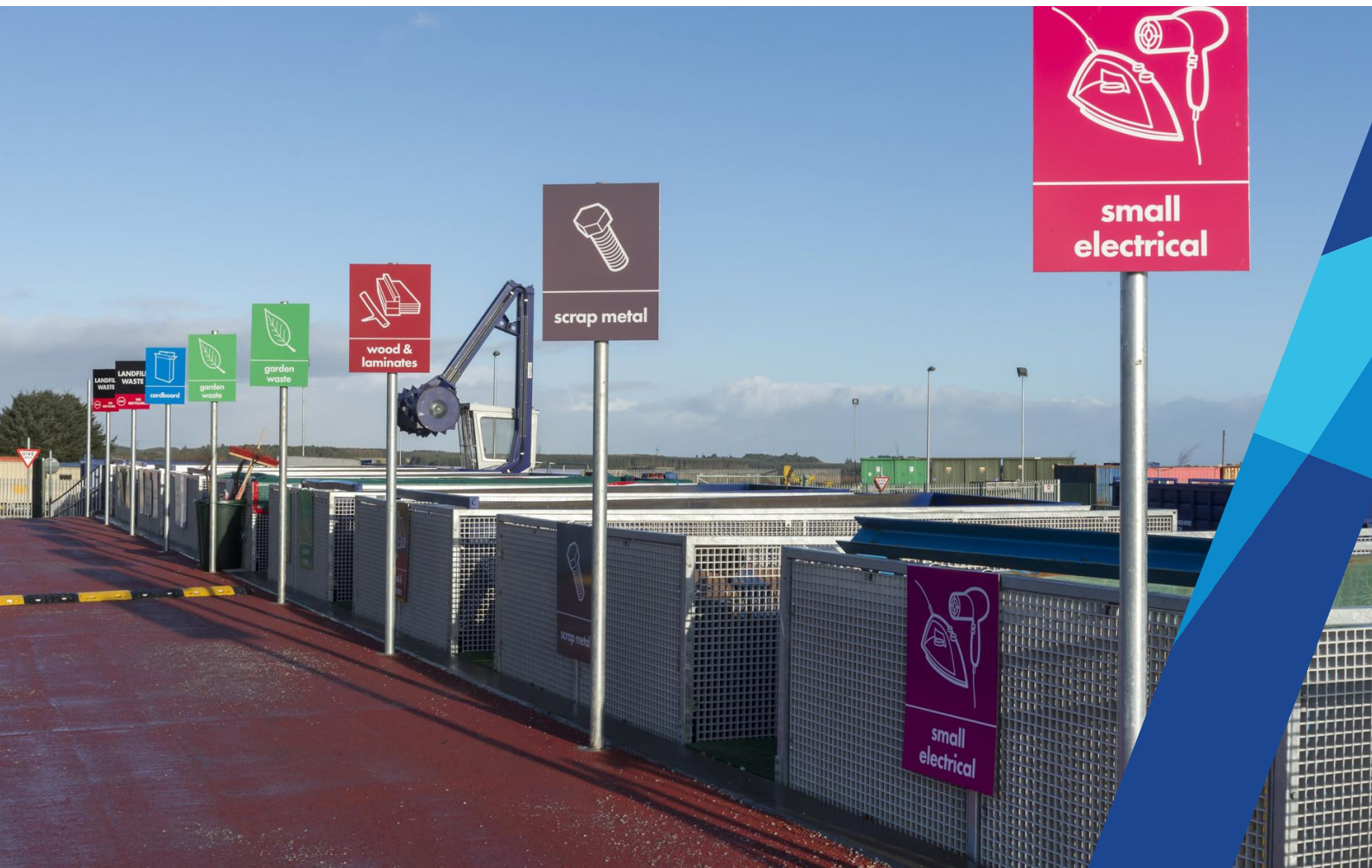
From mountain to sea

# Recycling Centre Procedure

Approved

August 2019

(updated 28th Jul 2021)



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## 1 Introduction

Aberdeenshire Council operates a network of 15 recycling centres located in towns and villages across Aberdeenshire for households to use.

The primary purpose of recycling centres is to maximise recycling of waste produced by households in Aberdeenshire by allowing households to recycle materials that cannot be recycled through the kerbside collection service provided by the Council.

The recycling centres also provide a facility for residents to take excess recycling and non-recyclable waste which does not fit into their kerbside bins.

The procedures below define what services are available through the network of recycling centres to households.

Business waste customers and charities can use the chargeable recycling and disposal facilities available through waste transfer stations or sign up to a business waste collection service from their property.

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## Procedure 1: Locations, Opening Hours and Materials

This procedure details the materials that can be recycled through the network of recycling centres and the locations and opening hours of recycling centres.

### Locations and Opening Hours

Aberdeenshire Council operates a network of 15 recycling centres located in main towns and villages across Aberdeenshire. Their opening days and hours are shown in Table 1 below.

**Table 1 - Location and Opening Hours of Recycling Centres**

Recycling centres	Opening hours
Alford - Mart Road AB33 8BZ	Friday 9am-4pm Saturday-Sunday: 9am-4.30pm Monday 9am-4.30pm
Banchory - Crow's Nest, Upper Lochton Road AB31 4EQ	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Ellon - Balmacassie Commercial Park, Balmacassie Brae AB41 8BY	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Huntly - Steven Road AB54 8SX	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Fraserburgh – Anderson Place AB43 9SU	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Insch - Market Street AB52 6LA	Tuesday & Saturday: 9am-12pm & 12.30-4.30pm
Inverurie - Souterford Road AB51 0TP	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Laurencekirk - Market Road AB30 1DG	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm

Recycling centres	Opening hours
Macduff - Old Gamrie Road AB44 1QD	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Peterhead - Damhead Road Dales Industrial Estate AB42 3JF	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Portlethen - Badentoy Drive, Badentoy Industrial Estate AB12 4ZD	Thursday: 9am-4.30pm Friday: 9am-4pm Saturday & Sunday: 9am-4.30pm Monday: 9am-4.30pm
Portsoy - Station Yard AB45 2QX	Tuesday & Saturday: 9am-12pm & 12.30-4.30pm
Turriff – Markethill AB53 4AZ	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Stonehaven – Redcloak AB39 3SR	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm
Westhill - Westdyke Avenue AB32 6QX	Monday-Thursday: 9am-4.30pm Friday: 9am-4pm Saturday-Sunday: 9am-4.30pm

### Materials Accepted at Recycling Centres

The range of materials that can be recycled at recycling centres are shown in Table 2 below.

Whilst the Council aims to provide recycling facilities for all materials listed in Table 2 at all recycling centres, at some of the smaller sites this is not currently possible due to space limitations.

An up-to-date list of materials recycled at each of the recycling centres is provided on the Council's website [www.aberdeenshire.gov.uk/waste/recycling/household-waste-recycling-centre-hwrc-opening-times/](http://www.aberdeenshire.gov.uk/waste/recycling/household-waste-recycling-centre-hwrc-opening-times/).

**Table 2 - Materials Recycled at Recycling Centres**

Materials for Recycling	Additional Information
<b>Batteries (household)</b>	
<b>Blue-bin recycling</b> <ul style="list-style-type: none"> <li>✓ Paper, card &amp; cardboard</li> <li>✓ Metal tins, cans, aerosols &amp; foil</li> <li>✓ Food &amp; drink cartons</li> <li>✓ Plastic bottles, pots, tubs &amp; trays</li> </ul>	<ul style="list-style-type: none"> <li>• Empty aerosols.</li> <li>• Remove food and other dirt from any foil packaging or trays.</li> <li>• Flatten cardboard.</li> <li>• Empty and rinse any containers.</li> </ul>
<b>Car batteries (lead acid)</b>	<ul style="list-style-type: none"> <li>• From cars, motorbikes and other vehicles.</li> </ul>
<b>Cooking oil</b>	<ul style="list-style-type: none"> <li>• Make sure the cooking oil is clean and not mixed with other oils.</li> <li>• No glass containers.</li> <li>• Up to 5 litres per visit.</li> </ul>
<b>Engine oil</b>	<ul style="list-style-type: none"> <li>• Don't mix engine oil with cooking oil or any other oils or fats.</li> <li>• Don't mix alloy cleaner with engine oil.</li> <li>• Up to 10 litres per visit.</li> </ul>
<b>Electrical appliances (anything with a plug or battery)</b> <ul style="list-style-type: none"> <li>✓ Household appliances</li> <li>✓ White goods</li> <li>✓ TVs</li> <li>✓ Computers</li> <li>✓ Small electrical appliances</li> <li>✓ Mobile phones</li> </ul>	<ul style="list-style-type: none"> <li>• Empty food stuffs out of fridges and freezers.</li> <li>• Erase all data from phones, computers etc. - this is not secure disposal.</li> </ul>
<b>Fluorescent tubes (incl. energy saving light bulbs)</b> <ul style="list-style-type: none"> <li>✓ Straight and compact fluorescent lamps</li> <li>✓ High intensity discharge lamps</li> <li>✓ Energy saving light bulbs</li> </ul>	
<b>Garden waste</b> <ul style="list-style-type: none"> <li>✓ Grass, cuttings, prunings, small branches, rhododendron and weeds</li> </ul>	<ul style="list-style-type: none"> <li>• Remove contaminants including plastic sacks, stones, plant pots, fencing material.</li> <li>• No Japanese knotweed, ragwort, yew, giant hogweed, Himalayan balsam.</li> <li>• No tree root balls.</li> </ul>

Materials for Recycling	Additional Information
<b>Gas cylinders</b> <ul style="list-style-type: none"> <li>✓ Gas bottles (such as LPG and camping gas)</li> <li>✓ Fire extinguishers and similar potentially dangerous containers</li> </ul>	
<b>Glass bottles &amp; jars</b>	<ul style="list-style-type: none"> <li>• Separate the glass into colours.</li> <li>• No Pyrex, drinking glasses, plate glass.</li> </ul>
<b>Plasterboard</b>	<ul style="list-style-type: none"> <li>• Make sure it is clean and remove tiles, wood, insulation and dirt as much as possible.</li> </ul>
<b>Rubble &amp; ceramics</b>	<ul style="list-style-type: none"> <li>• Ceramics include sanitary ware, crockery and tiles.</li> <li>• Remove wood, metal, wires and glass.</li> <li>• No cement board.</li> </ul>
<b>Soil &amp; turf</b>	<ul style="list-style-type: none"> <li>• Remove wood, metal, wires and glass.</li> <li>• No Japanese knotweed, ragwort, yew, giant hogweed.</li> </ul>
<b>Scrap metal</b>	<ul style="list-style-type: none"> <li>• Remove any flammable materials and engine oils.</li> </ul>
<b>Textiles</b> <ul style="list-style-type: none"> <li>✓ Clothes &amp; shoes</li> <li>✓ Bags</li> <li>✓ Belts</li> <li>✓ Towels</li> <li>✓ Bed linen</li> </ul>	<ul style="list-style-type: none"> <li>• Clean and wrap in plastic bags to protect from moisture and dirt, tie shoes together in pairs.</li> <li>• No duvets, quilts, sleeping bags, pillows, rugs.</li> </ul>
<b>Wood incl. treated</b> <ul style="list-style-type: none"> <li>✓ Untreated wood</li> <li>✓ Painted wood</li> <li>✓ Chipboard</li> <li>✓ MDF</li> <li>✓ Plywood</li> <li>✓ OSB</li> </ul>	<ul style="list-style-type: none"> <li>• Remove any nails and screws if possible.</li> <li>• No creosote-treated wood, such as railway sleepers or some fencing.</li> </ul>
<b>Reusable furniture and household goods</b>	<ul style="list-style-type: none"> <li>• Soft furnishings must have a fire-retardant label.</li> </ul>

All recycling centres also accept non-recyclable waste.

## Procedure 2: Access Arrangements for Commercial-Type Vehicles

Recycling centres are for householders to use. To limit unlawful use of recycling centres by businesses, arrangements have been put in place to provide an alternative for businesses to take their recyclable materials and non-recyclable waste to (see [Procedure 3](#)) and to effectively limit the use of recycling centres by commercial vehicles.

In practice this means that the number of times householders can visit recycling centres using a commercial-type vehicle (a van, a minibus or a trailer) is lower than with other vehicle types. The number of visits will be controlled through a pre-booking system.

### Arrangements by Vehicle Type

All vehicles need to book a visit in advance and the following arrangements apply to different vehicle types:

1. Householders have unlimited visits to a recycling centre using their own private cars. Vehicles include:
    - Cars, estate cars and people carriers.
    - MPVs.
    - 4x4s.
    - Domestic style pick ups.
    - Mobility adapted vehicles. (i.e., any vehicle that has been adapted to suit the needs of individuals with disabilities)
  2. Householders using types of vehicles that could potentially be in commercial use have limited access to recycling centres. **Vehicles with 24 visits per year** include:
    - Vans (all type of vans, including car-derived, crew and camper vans).
    - Minibuses.
    - Trailers up to 10ft (3m) in length (excluding the tow bar).
    - Hire vans (with ID and hire documentation).
  3. **Vehicles banned** from recycling centres, which are deemed as commercial or non-household, include:
    - Vehicles over 3.5 tonne gross weight.
    - Trailers longer than 10ft (3m) (excluding the tow bar).
    - Vehicles with twin wheels or more than 4 wheels (e.g. Luton vans).
    - Flatbed style pick ups.
    - Tippers.
    - Plant vehicles and tractors.
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## Application of Limits

The number of visits will be controlled through the pre-booking system and the number of visits available per household depend on the vehicle type used.

A household can use vehicles under both rules, i.e. they have 24 visits in a year for visiting recycling centres using commercial-type vehicles (i.e. vans, minibuses, trailers up to 10ft in length and hire vans) and unlimited visits using non-commercial type vehicles (i.e. cars, estate cars, people carriers, MPVs, 4x4s, domestic style pick up or mobility-adapted vehicles).

Please note that trailers eligible for 24 visits in a year can only be towed with non-commercial vehicle types, i.e. cars, estate cars, people carriers, MPVs, 4x4s, domestic style pick up, or mobility-adapted vehicles.

Trailers can also be towed with car derived vans however this is only permissible 12 times per year, essentially using one of the 24 visits for the van and one for the trailer.

The year for the limits for commercial-type vehicles runs from 1st April to 31st March.

In addition, the following conditions apply:

- **Trailers** - the trailer size is limited to 10ft (3m) in length excluding the tow bar. The trailer must have a lawful number plate that matches the registration of the towing vehicle. The trailer limit will be linked to the car, MPV, 4x4, domestic style pick up, car derived van or mobility-adapted vehicle towing the trailer. This means that residents can hire or borrow a trailer and tow it with their own vehicle. It should be noted that a trailer cannot be towed by a large van or a minibus.
  - **Hire vans** - anybody hiring a van should make a booking for a 'van' and type in 'hire van' instead of a vehicle registration number, and toot their horn at the gate if the barrier is not open. Hire documentation (not a lease) together with matching personal identification (e.g. driving licence) should be shown to a recycling centre attendant to access a recycling centre. It should be noted that only hired vans and not leased ones can use this option.
  - **Towable horse trailers** - households with towable horse trailers are limited to 6 visits per year.
  - **Local community groups** - local community groups can, in addition to using their personal household allocation of visits, organise access for their group via their local Community Waste Officer by emailing [awo@aberdeenshire.gov.uk](mailto:awo@aberdeenshire.gov.uk).
  - **Moving house** - if a household moves to a new house, they should make bookings using their new address. If the previous owner of the property has used all the visits allocated to that property, these can be amended through the back office system – customers affected should call 03456 081207.
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- **Changing car** - whilst a vehicle registration is required to make a booking, the limit on the number of visits is applied by address. Hence bookings can continue to be made even if a household changes their car.
  - **Emergency situations** - in emergency situations, for example due to an urgent house clearance following a death, relatives can make a booking using the relevant Aberdeenshire address. If all visits have already been used, relatives can call 03456 081207 to request an additional visit.
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### Procedure 3: Business Waste Disposal and Recycling

The purpose of the procedure is to detail the arrangements for the disposal or recycling of business waste at the Council's waste transfer stations.

Waste produced in the course of any activity for gain and reward, whether on business or domestic premises, while self-employed, or working for others is by law classed as commercial waste. For the avoidance of doubt, grass cut by a gardener or an old bathroom suite taken out by a plumber are classed as business waste. However, householders can dispose of such waste themselves as household waste.

Businesses are legally obliged to separate out recycling from waste, store their waste securely and to dispose of it responsibly through a licenced contractor as set out in the Environmental Protection Act 1990 and Waste (Scotland) Regulations 2012.

The Council provide a business waste collection service from business premises, however, businesses wishing to take their **cardboard, garden waste, plasterboard, rubble, soil, wood or non-recyclable waste** to a waste transfer station can do so as follows:

1. The following three waste transfer stations will accept recyclable materials and non-recyclable waste from businesses on Tuesdays, Wednesdays and Thursdays 7.30am-10.30am:
    - Banchory - Crow's Nest, Upper Lochton Road AB31 4EQ
    - Ellon - Balmacassie Commercial Park, Balmacassie Brae AB41 8BY
    - Macduff - Tarlair Way, Macduff AB44 1RU
  2. No pre-booking is required.
  3. Businesses can take **cardboard, garden waste, plasterboard, rubble, soil, wood or non-recyclable waste** to waste transfer stations.
  4. Businesses should segregate their waste into non-recyclable waste and into the various recycling streams before arrival at a transfer station.
  5. Site staff may carry out random checks on waste and provide advice about which skips or containers any recyclable items found should be placed into.
  6. On arrival, businesses should drive onto the weighbridge and report to the weighbridge office.
  7. Businesses are required to present their Waste Carrier Registration, or proof of a registration as professional collectors and transporters of waste, when visiting a transfer station to show they are licensed to carry waste.
  8. Businesses will be advised by site staff of site rules they should adhere to during their visit. This includes wearing of appropriate Personal Protective
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Equipment, typically a hi-visibility top (e.g. t-shirt, vest or a jacket), hard hats and protective footwear.

9. Site rules, and in particular any traffic management arrangements put in place to ensure the safety of all site users, must be followed at all times.
  10. The Council operates a zero-tolerance policy – businesses may be required to leave the waste transfer station and any serious incidents will be reported to the police.
  11. Regular breaches of site rules may result in businesses being refused access to the facility.
  12. Businesses will be directed by site staff to deposit recyclable materials or non-recyclable waste at specific locations.
  13. A ticket specifying the recyclable materials in the load must be handed in at the neighbouring recycling centre to allow access. The ticket will be provided by the weighbridge office and is time-limited.
  14. For loads consisting of recyclable materials and non-recyclable waste, three weights will be required to ensure recyclable materials can be charged at the lower rate. This means businesses must drive over the weighbridge three times – on arrival, after unloading non-recyclable waste and after unloading recyclable materials.
  15. Payment must be made by card at the end of the visit and will be charged based on weight. To incentivise recycling, the charge by tonne for recyclable materials is significantly lower than the charge for non-recyclable waste.
  16. CCTV and body-worn cameras are in use at waste transfer stations. Information collected will be used for monitoring access to the sites, and it may be shared with other organisations for the purpose of investigating breaches of waste regulations and the prevention and detection of crime.
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