

## Useful contacts

- › Visit **[www.staffordshirewastepartnership.org](http://www.staffordshirewastepartnership.org)** for more information on business waste, council services and practical waste management tips.
- › Staffordshire HWRC site information;  
**<https://www.staffordshire.gov.uk/Waste-and-recycling/Trade-waste-disposal-scheme.aspx>**
- › Wrap offer free waste management help for businesses;  
**[businessofrecycling.wrap.org.uk](http://businessofrecycling.wrap.org.uk)**
- › For advice on reducing food waste visit **[www.lovefoodhatewaste.com](http://www.lovefoodhatewaste.com)** and **[www.guardiansofgrub.com](http://www.guardiansofgrub.com)**
- › Advice on small business efficiency is available at **FSB How to reduce waste in your small business**
- › Business waste and environmental impact advice from the government is available at; Business waste and environmental impact – GOV.UK (**[www.gov.uk](http://www.gov.uk)**)

## Tips

Conduct a waste audit to find out why you create waste and to highlight potential areas for efficiency improvements. You can find a waste audit template here as a starting point: **[businessofrecycling.wrap.org.uk/resources](http://businessofrecycling.wrap.org.uk/resources)**

Look at your waste as a potential resource – could it be used to benefit another business? For example donating food waste to feed farm animals, or using coffee grounds to make beauty products. Not only does this create development opportunities, but adds economic value and increases resource efficiency.

*One person's rubbish is another person's treasure! If the items can be reused, could you donate or sell the items you want to get rid of? Think of the disposal cost savings!*

Holiday lets and self-catering accommodation are legally classified as a business, regardless of the number of days you let the property out per year. Therefore such premises must pay for a business waste collection service, as it is illegal to use the residential collection services and subject to fines and penalties.



# Managing your business waste

This short guide provides the basics you need to manage the waste your business produces, providing practical tips and help with legal compliance.



## Why bother managing waste?

Waste is anything you want to throw away. Legally, businesses must manage and dispose of their waste in a responsible manner.

If done effectively, there are opportunities to reduce costs, help tackle climate change, fulfil environmental commitments, and improve efficiency and performance. It can also enhance your image and help retain staff and customers.



Staffordshire  
Waste Partnership

*Your local councils working  
together on waste issues*

# Know your legal obligations for waste

Businesses must pay to dispose of their waste, using a specific business waste collection service, usually known as a trade waste service. It is illegal for a business to use the free collections service for homes. Council enforcement teams check compliance regularly and can issue fines or penalties, under the Waste duty of care Code of Practice 2018.

Until recently, the law did not require a business to recycle; it was a choice. But now the law is changing. From **31st March 2025**, all business premises **must** arrange to have all:

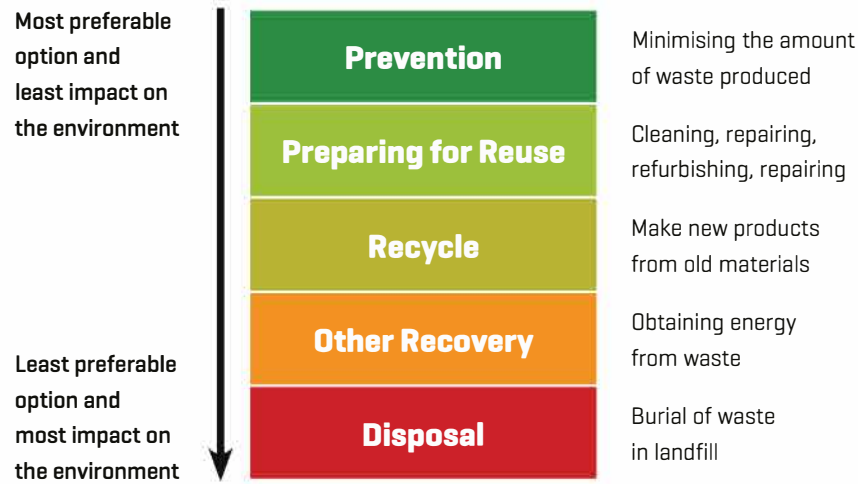
- dry recyclable waste (glass, cans, plastic, paper and card) collected for recycling;
- food waste separately collected for recycling.



If your business employs fewer than 10 full time staff, the deadline for implementation will be **31 March 2027**, but it’s a good idea to take the opportunity to comply early – giving you one less thing to worry about!

Environmental legislation also states that all businesses are responsible for the waste they produce. By law, every business **must**;

- Use the most environmentally preferable option of waste management, as per the waste hierarchy below,



- Know the type and quantity of waste produced,
- Classify waste using the European waste catalogue,
- Arrange for a registered waste carrier to collect the waste and completed associated waste transfer notes (it is illegal to use an unregistered carrier without a licence),
- Dispose of electrical waste via a compliant scheme, not in regular bins.

## How to produce less waste

Preventing waste before it’s created and reusing items are the most cost effective methods of reducing your business waste costs. Here are a few general tips (more available online):

### Prevention

- Communicate electronically to avoid printing
- Provide jugs of tap water rather than bottled
- Use rechargeable batteries
- Bulk buy to reduce the amount of packaging
- Lease equipment rather than buying outright
- Arrange to send packaging back to the supplier
- Return unsold items back to the supplier
- Refill ink cartridges instead of buying new ones
- Shred scrap paper or cardboard to use as packing

### Reuse

- Donate reusable items to charity, including unsold food
- Reuse boxes and packing materials
- Use glasses, cups, cutlery and plates to avoid disposables
- Print on both sides of the page
- Set up recycling bins around the premises to make it easier to recycle
- Create a separate collection area for flattened cardboard boxes after deliveries
- Place a paper recycling bin next to the printer



**Please remember to recycle items if possible. Have recycling bins around the premises to make it easier to recycle – why not set up a paper recycling bin next to the printer? Or create a separate collection area for card boxes flattened after every delivery?**

## How can your local council help?

### Collection service;

Some council’s offer a business waste collection service. Find out if your local Councils offer a specific business collection service here: [www.staffordshirewastepartnership.org/business](http://www.staffordshirewastepartnership.org/business)

The services offer a variety of bin sizes to suit your needs, with flexible payment options. As the council has direct access to disposal options, they can offer lower disposal costs than other waste carriers. The council does not charge VAT, so they can offer increasingly competitive prices. Please get in touch with your local council for a competitive quote.



### Household Waste and Recycling Centres;

As a local business, you are also permitted to take your waste to any of our 13 Household Waste and Recycling Centres (HWRC) for disposal or recycling. Please note these sites only accept business waste from Staffordshire registered businesses. All business waste visitors will be required to provide a copy of their waste carriers licence and business address before disposing of waste. Business waste disposal charges will apply. Please visit our webpage for full details of the scheme including exclusions, charges and waste types accepted.

Please be advised that, HWRC sites can only accept business waste subject to capacity and at specific times of day. Priority will be given to members of the public to dispose of their household waste. We have the right to refuse waste at any time if we have insufficient capacity on site or if members of the public are unable to dispose of their waste due to the amount of business waste being accepted. Please check with your local HWRC for more information.