

NLWA Policy and Procedures on Charity Shop Waste

January 2018

NLWA will accept waste from charity shops in the NLWA area. NLWA will monitor the frequency and amounts of waste that each charity shop delivers to NLWA in much the same way as it monitors householders delivering waste to ensure there is no abuse of the RRC service, and that NLWA only accepts household waste from charity shops under this policy.

NLWA has adopted the approach of LondonEnergy Ltd (LEL – formerly LondonWaste Ltd) for many years to the apparent satisfaction of local charities that has a limit of 5 tonnes p.a. in the first instance. The 5 tonne p.a. limit shall be applied to each charity shop rather than to each charity, so as not to penalise the larger charities that have multiple charity shops in the NLWA area. This limit will be reviewed in 2019/20.

The following additional measures apply for charity waste in the NLWA area from January 2018:

In 2018/19 charity shops may apply for registration at any time to deliver household waste from charity shops during 2018/19. For charities that wish to continue or start delivering such wastes in 2019/20 there will be an annual application/registration process. A deadline will be set in mid-December of one year for registration in the following financial year (subject to satisfactory quarterly charity declarations and NLWA audit visits as below); the deadline will be published on NLWA's website and notified to charities registered with NLWA at least four weeks before the deadline. All documents and information given to NLWA by the charity must be from an executive director or equivalent in order that NLWA can rely on them.

1. The charity must provide evidence (a) of its registration with the Charity Commission for England and Wales and (b) that their shop(s) are in the NLWA area. The charity must provide evidence of any necessary renewal during the relevant NLWA charity waste registration period.
2. The charity must provide evidence of its registration as a waste carrier with the Environment Agency, and must provide evidence of any necessary renewal during the relevant NLWA charity waste registration period.
3. The charity must ensure and warrant that all wastes delivered to NLWA have come directly from charity shops in the NLWA area.
4. The charity must declare in writing with its annual application for registration that it will make reasonable efforts to ensure that items delivered to NLWA will be only household wastes from a charity shop. Factors that would help NLWA to be satisfied of this would be confirmation in the application from the charity that it will keep records showing that the wastes will arise from donations made directly to the shop by residents; that the donating residents will have confirmed the items were all from their households; the wastes to be delivered to NLWA are items that the charity will have found to be unsuitable for sale in the charity shop; and that associated proceeds of sale (after deduction of expenses) from the relevant charity shop(s) will be applied for the charity shop's charitable cause. NLWA's expectations of the charity's records of its charity shop activities will be commensurate to the size of the charity.
5. The charity must declare in writing and for each quarter-year during which it has delivered waste to NLWA, firstly that it continues to meet the conditions of registration and secondly that it has made reasonable efforts to ensure that items delivered to NLWA were only household wastes from a charity shop. Factors that would help NLWA to be satisfied of this

would be records kept by the charity and made available to NLWA (on reasonable notice and at a location in the NLWA area) that demonstrate the wastes arose from donations made directly to the shop by residents; that the donating residents have confirmed the items were all from their households; the wastes delivered to NLWA were items the charity found to be unsuitable for sale in the charity shop; and that associated proceeds of sale (after deduction of expenses) from the relevant charity shop(s) were applied for the charity shop's charitable cause. NLWA's expectations of the charity's records of its charity shop activities will be commensurate to the size of the charity.

6. If the charity fails to make such a declaration within six weeks of the end of any quarter-year that it has delivered waste, or if NLWA asks to see relevant records and such records are either not made available on reasonable notice as requested or are not satisfactory in NLWA's reasonable opinion, NLWA reserves the right to charge the charity for some or all of the wastes the charity has delivered to NLWA and the charity accepts it will be liable to pay on demand NLWA's standard non-household waste charge and handling costs for wastes the charity has delivered in that quarter-year.
7. NLWA, directly or through its contractors, regularly inspects wastes being delivered to its RRCs and reserves the right for it or its contractors to refuse to accept wastes that it or its contractors reasonably believe not to be household wastes or not to have come from a charity shop, or if the charity shop fails to separate its wastes into different fractions as required at the RRC.
8. The charity can only deliver its household waste to the RRC(s) designated by NLWA (these will ordinarily be RRCs with weighbridges) during periods of time and on days of the week specified by NLWA. NLWA reserves the right to direct charities to other disposal points; this may require the driver of charities' vehicles to complete a health and safety induction and comply with all operational and relevant health and safety requirements.
9. There is five tonnes total limit per year for recycling and general waste per charity. NLWA will review this limit as above.
10. Deliveries to RRCs must be made in cars or vans with a gross weight less than 3.5 tonnes, or trailers no longer than four feet. In any case, any delivery in a van or a trailer over four feet in length must be booked at least one day in advance, and bookings will be subject to a maximum number of van/trailer deliveries per day and may require that the delivery takes place on a specific day of the week and/or within a specific time period on a specified day.
11. Deliveries to the other disposal points must be made in vans. NLWA may require that the delivery takes place on a specific day of the week and/or within a specific time period on a specified day.
12. The charity must pre-sort the waste into recyclable fractions as specified in advance by NLWA ready for deposit in appropriate recycling containers/places; no recyclable wastes can be placed in the residual/general waste containers/places. Each fraction (recyclable and non-recyclable) must be separately weighed at the RRC or other disposal point as specified in advance by NLWA.
13. NLWA reserves the right to make reasonable changes to these requirements at any time NLWA has reasonable grounds to believe the charity has delivered wastes for which NLWA was not liable to pay, or if there is a change in relevant law. Any such change will be notified to relevant charities and will have effect as advised in the notice; if such changes arise from a change in relevant law and affect all registered charities they will be published on the NLWA website as well.
14. The charity cannot claim third party recycling credits from NLWA for any wastes that it has delivered to NLWA.