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**WANT TO AVOID A FINE?**

Some businesses in Hayes Town have been fined **£300** by Hillingdon Council for not having a proper system in place for the disposal of their rubbish. Others have been fined **£1000** for dumping it in the street or in litter bins.

The Hayes Town Partnership and Business Forum have recently got the Council to cancel 7 fines. Some were issued in error and others because traders did not know the rules.

**WE BELIEVE THAT A CLEAN AND TIDY TOWN IS IN EVERYBODY’S INTERESTS AND IS GOOD FOR BUSINESS. THIS LEAFLET EXPLAINS YOUR DUTIES UNDER THE LAW.**

**You must:**

* Keep waste to a minimum – reuse, recycle or recover it if you can. (New rules on recycling come in on **31 March 2025** – see overleaf)
* Sort and store your waste securely.
* Dispose of waste by using a **registered waste carrier** (see overleaf for what this means)
* Keep a record of each load of waste that leaves your premises.

These rules apply however small or large the amount of waste that your business produces.

**You must not:**

* Dispose of the waste through your household waste collection.
* Dump it in the street or in Council litter bins.
* Use a waste carrier that acts unlawfully.

The Council has legal duties to make sure these rules are followed. It will:

* Visit businesses to check that traders are complying.
* Issue **£300** fines (Fixed Penalty Notices) to those who do not have a current waste transport agreement and have no paperwork to show how they dispose of their waste.
* Investigate any business waste dumped on the public highway
* Issue **£1000** fines (FPNs) or consider court action against those caught dumping rubbish.

Fines imposed by the Magistrates Court can be much higher. There is a fine of up to **£5000** for failing to produce the paperwork to show how rubbish is disposed or failing to produce waste transfer notes.

**HOW TO DISPOSE OF WASTE LEGALLY**

If you run a business, however small or large, you must ensure that

* any person or company collecting your waste is licensed as a **'registered waste carrier'** by the Environment Agency
* you keep a copy of your business’s **waste transfer notes** as evidence that you have legal waste collection arrangements in place
* you keep a record of your **waste transfer notes** for 2 years

Failure to produce these documents when requested by a Council official can leave you open to a fine of **£300**.

Leave the documents on your premises and make sure that your staff know where to locate them if an official calls and you are not present.

**HOW TO FIND A LICENSED WASTE CARRIER**

There are lots of companies that offer a disposal service. Use the internet to search for **Registered waste carriers Hayes** and ask them to quote a price.

Hillingdon Council runs a general waste and recycling service for all types of large and small businesses operating in the Borough. You can find out what they offer and get a quote from them by searching for <https://www.hillingdon.gov.uk/businesswaste>

**NEW DUTIES TO INCREASE RECYCLING**

From **Monday 31 March 2025** there will be new rules aimed at increasing the amount of recycling by businesses. They will apply to any business that

* employs **10** or more full-time staff or
* has an annual turnover of **£1.7 million** or more.

These businesses must:

* Have access to services that can deal with recyclable and non-recyclable materials
* Separate recyclables from non-recyclables and place them in the right containers.
* Separate food waste from general waste and place them in the right containers.

You will need different containers for recyclables, non-recyclables and food waste (if any)

To arrange a recycling service you can use a **registered waste carrier** of your choice as above.

The Council has a recycling and food waste collection service and you can find out more from <https://www.hillingdon.gov.uk/simpler-recycling>

The new rules will apply to all other businesses from **31 March 2027**.

