

# Waste Management Plan

## 232 Corporation Road, Newport

### 1) Purpose & scope

This WMP sets out how the flat's occupants will store, separate, contain and dispose of waste safely and legally, and how they will coordinate with the takeaway below when access / storage is shared. It covers household waste, recycling, food waste (including any food prep waste from the flat), used cooking oil, pest/odour control, and record-keeping. There is a yard to the rear of the property that can be accessed by the flat and takeaway. A steel staircase leads from the first floor flat to the yard. The area is large enough for the bins and recycling boxes.

### 2) Responsibilities

- **Flat occupant(s):** Responsible for correct segregation of household waste/recycling, safe storage, presenting bins for collection on the correct day/time, and reporting problems (spill, pests, overflowing bins).
- **Takeaway operator / landlord:** Responsible for all trade waste produced by the takeaway (trade waste legal duty). If building has shared bin storage, the takeaway must keep trade waste separate and must maintain grease management for drainage. Flat occupant should coordinate with takeaway/landlord to agree storage layout and access.

### 3) Waste types, containers & storage (practical setup)

#### Household / residential waste (flat):

- **Non-recyclable residual:** Use Newport black wheelie bin / provided container. Ensure all waste fits inside — side waste is not collected. Present for collection per Newport schedule.
- **Recycling:** Paper & card separate (or as per council guidance), mixed containers (plastics, metal, cartons) as required — use clearly labelled boxes/bags to store inside flat and transfer to communal storage on collection day. Newport requires separated streams; follow their current scheme for flats.
- **Food waste:** If the flat generates  $\geq 5$  kg food waste in any seven-day period (unlikely for single flat but monitor) it must be separated and presented for collection. Use a small lidded kitchen caddy + lined external food waste bin if required. Empty caddy daily to

outside bin to avoid odour/pests.

#### **Used cooking oil (from the flat):**

- Collect in a sealed container (e.g., screw-top bottle) and either recycle via local council/charity collection points or use a licenced collector (do not pour down drains). If the flat generates significant used oil, arrange a licensed collector or take to a council recycling point.

#### **If storage is shared with takeaway:**

- Mark and physically separate trade waste bins (takeaway) from household bins (flat). Trade waste is the takeaway's responsibility and cannot be presented as household waste. Agree on specified bin locations and times to present bins so they do not block access or create odour issues.

#### **Container requirements (general):**

- Use sturdy, lidded, labelled containers that prevent leakage and are easy to clean. Food waste containers must be easy to disinfect.

## **4) Presentation & collection times**

- **Flat residential bins:** Follow Newport City Council collection day for the property. For flats, check the council's "changes to flat collections" guidance for specific arrangements (three-weekly for some residual waste). Place containers at collection point and remove promptly after collection.
- **Trade waste / takeaway containers:** Trade containers must be presented at 7:00 am on contracted collection day (city centre has slightly different hours). Agree a schedule and access route so the council or contractor can safely collect bins without disrupting the flat access.

## **5) Grease, drainage & hygiene (critical with takeaway below)**

- **Do not pour fats/oil down sink/drains** — they cause blockages. Residual fats must be contained and disposed of via used oil recycling or trade waste collection. Food Standards Agency and plumbing guidance recommend grease traps or grease removal units (GRU) for food premises and regular cleaning/maintenance. The takeaway should have grease management; flat occupants should avoid dumping oil/waste into fixtures shared with takeaway. [Food Standards Agency+ I](#)

- **If flat has kitchen sink shared with takeaway drainage:** ensure landlord confirms presence and servicing schedule of grease trap; keep records of maintenance.

## 6) Odour, vermin & cleanliness controls

- Keep kitchen caddies sealed; bag food waste before placing in outside bins. Clean bins weekly with disinfectant and allow to dry. Store bins in ventilated, secure area away from windows and vents to the flat.
- If vermin/pests observed, report immediately to building manager/landlord and contact a pest control contractor. Keep shared bin area clean and swept daily; the takeaway must ensure food waste is removed promptly to avoid infestations. [Food Standards Agency](#)

## 7) Spill / blockage / incident response

- **Spills / leaks** from bins: contain with absorbent material, disinfect area, and notify landlord/council if public access affected.
- **Blocked drain or grease backup:** contact takeaway operator and landlord immediately so grease management equipment can be inspected. If a public sewer issue is suspected, report to the water company (Sewage / FOG issues) and record times & photos. [Water UK](#)

## 8) Record keeping & legal compliance

- **Household:** Keep evidence of correct disposal if any query arises (e.g., photos of labelled bins on collection day).
- **If the flat also produces any commercial waste** (e.g., supplies used for takeaway or storing packaging for the business) — this becomes trade waste and you must use a licenced waste carrier and keep a **Waste Transfer Note (WTN)** for each transfer (as part of the Waste Duty of Care). The Waste Duty of Care Code of Practice applies in Wales.
- **Recommended log** (simple): date, type of waste collected (residual/recycling/food/oil), quantity (estimate), collector (council / private carrier), WTN reference (if trade waste).

## 9) Contacts and suppliers (suggested)

- **Newport City Council — Trade Waste / Waste Enquiries:** council trade waste team (the council documents list contact for trade waste). (Newport trade waste contacts / service details available on Newport website.) [newport.gov.uk](http://newport.gov.uk) + l
  - Trade Waste Team phone (from council doc): **01633 656 656** (check current page for updates).
- **Natural Resources Wales / Waste Duty of Care guidance** (legal duty): use for compliance questions.
- guidance on grease traps and food waste hygiene.
- arrange if you produce oil or packaging waste not suitable for council uplift.

## 10) Practical daily / weekly checklist (easy to follow)

### Daily

- Empty kitchen caddy into outside food / residual bin as required.
- Ensure all food is bagged; lids on bins closed.
- Sweep and clear immediate bin storage area.

### Weekly

- Wipe down and disinfect indoor caddy and bin lids.
- Check for odour/pests; take action if noticed.
- Review whether food waste >5 kg/week — if yes, arrange separate food waste container and inform council/arrange commercial collection.

### Monthly

- Review waste log; verify any WTN copies for trade waste (if applicable).
- Coordinate with takeaway operator/landlord on grease trap servicing records (if shared systems).

## **I 1) Sample simple Waste Transfer Note (for small commercial transfers)**

- Date of transfer
- Address of producer (flat/takeaway)
- Description & estimated quantity of waste (e.g., “cardboard packaging — 30kg”)
- Name & registration of carrier (company & waste carrier licence number)
- Destination (where carrier takes waste)
- Signature of producer and carrier  
Store WTNs for at least two years (best practice).

## **I 2) Quick risk & mitigation summary**

- Mitigate: sealed containers, regular cleaning, prompt food waste removal.
- Mitigate: never pour oil/fats down sink; verify grease trap maintenance for the takeaway.
- Mitigate: keep trade and household waste strictly separated; use licenced carriers for trade waste and keep WTNs.

### I 3) Notes & recommended next steps (practical)

1. **Confirm who provides and services the communal bin area** (landlord/council/takeaway). If shared, get a short written agreement about access and responsibilities.
2. **Obtain council collection schedule** for your specific address on Corporation Road and post it near the flat's exit so bins are presented on time. [newport.gov.uk](http://newport.gov.uk)
3. **If takeaway uses shared storage or the flat drains connect to kitchen grease systems** — request grease trap maintenance records from landlord/takeaway operator and note next service date. [Water UK](#)
4. **If any commercial waste is handled in the flat** (e.g., storage of takeaway packaging for business), arrange a licenced carrier and start WTNs immediately. [Natural Resources Wales](#)