

Grays Lane
Hitchin
Hertfordshire
SG5 2HN

SITE WASTE MANAGEMENT PLAN

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Subject: Site Waste Management Plan

Review Date	Comments	Initials
03/07/2025	Initial plan	DB

SECTION 1

INTRODUCTION

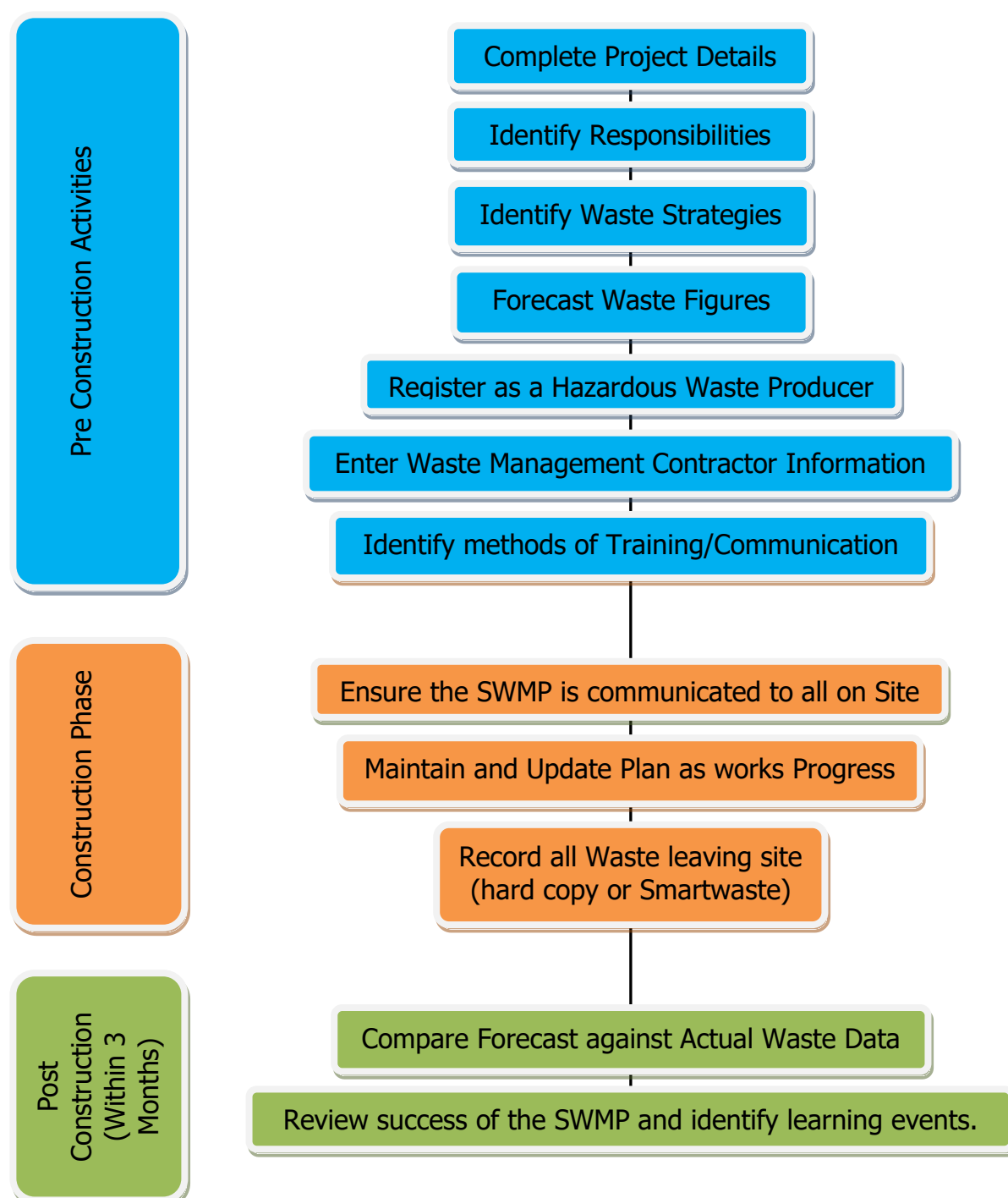
1.0 Introduction

The Site Waste Management Plan (SWMP) sets out how building materials, and resulting waste, is to be managed during the project. The SWMP's purpose is to ensure that:

1. building materials are managed efficiently
2. waste is disposed of legally, and
3. material recycling, reuse and recovery is maximised.

The Site Waste Management Plan (SWMP) is therefore an important tool to allow Hill Partnerships Ltd to improve our environmental performance, meet regulatory commitments and help to reduce waste disposal costs.

1.1 SWMP Flow Chart



SECTION 2

PROJECT DETAILS

(Drawing no.1)



Subject: Site Waste Management Plan

2.0 Project Details

Project Title

Gray's Lane

Address

Gray's Lane
Hitchin
Hertfordshire
SG5 2HN

Project Cost *(accepted tender or estimated cost of labour, plant, materials, overhead and profit, excluding VAT)*

£20 million

Floor area (m²)

6689m2

Project Start Date

September 2025 (subject to planning)

Project End date

November 2027

Project Description

The new build construction of 47 mixed tenure units associated drainage, roads and landscaping infrastructure.

Client

Hill Residential

Address

The Power House, Gunpowder Mill, Powdermill Lane, Waltham Abbey, Essex. EN9 1BN

Principle Contractor

Hill Partnerships

Address

The Power House, Gunpowder Mill, Powdermill Lane, Waltham Abbey, Essex. EN9 1BN

Site Management Team

Contracts Manager

Name

Dan Brown

Senior Site Manager

Dragos Lupu

SECTION 3

RESPONSIBILITIES

3.0 Responsibilities

	Name	Company	Contact Number
Who is responsible for drafting the SWMP?	Dan Brown	Hill Partnerships	0208 5271400
Who is responsible for implementing the SWMP?	Dragos Lupu	Hill Partnerships	0208 5271400
Who is the waste champion?	Dragos Lupu	Hill Partnerships	0208 5271400
Who is the person in charge of the project?	Dan Brown	Hill Partnerships	0208 5271400
Who is the client?	Chloe Houston	Hill Residential	0208 5271400

Where will the SWMP be kept? (A copy should be kept on site)

	Electronic based document	Paper based document
Location	G Drive	Site file

3.1 Declaration

The Client and the principal contractor will take all reasonable steps to ensure that:

- All waste from the site is dealt with in accordance with the waste duty of care in Section 34 of the Environmental Protection Act 1990 (3) and the Environmental Protection (Duty of Care) Regulations 1991 (4); and
- Materials will be handled efficiently and waste managed appropriately

Signature	Print Name	Date
	D Brown	11/07/2024

SECTION 4

WASTE MINIMISATION

4.0 Waste Management Principles

Waste management ensures that any potential value in the waste is realised whilst taking care of the environment. Good waste practice should follow the waste hierarchy. The hierarchy provides a framework for decision making and reflects the environmental and cost issues surrounding waste:

1. Prevention - not creating waste in the first place
2. Minimization - reducing the amount of waste created
3. Reuse - reusing materials for the same purpose
4. Recycling or recovery
5. Disposal - to landfill

4.1 Design

During the design phase the design team should adopt the waste hierarchy to optimise reuse and recycling options so as to minimise ultimate disposal to landfill.

Waste materials should be reused on and off-site (or on other sites), where possible, whilst ensuring that an appropriate waste management licensing exemption is obtained. Exemptions must be obtained before works involving the waste material commence.

Where opportunities for reusing materials are possible and crushing is necessary, Hill Partnerships will ensure that these activities are controlled and any mobile plant used has a valid mobile plant licence.

Additionally, the design team should consider material specifications so as to optimise the overall proportion of recycled materials, within commercial and quality restrictions, by considering opportunities for:

- Reducing the necessity for waste disposal;
- Material reuse;
- Use of secondary and recycled materials.

4.2 Procurement

Throughout the pre-construction and construction phases, the project team should ensure that:

- Only the correct amount of materials required are ordered;
- 'Just in time' deliveries are arranged to reduce storage and material losses;
- Materials are sourced from companies with certified environmental standards, where feasible;
- The amount of packaging used for materials delivered to the site is reduced or recycled as much as possible;
- Deliveries are rejected if materials are damaged;
- Storage areas are safe, secure and weatherproof, where required;
- Liquids are stored away from drains, burns and in bunded areas to prevent pollution.

4.3 On-Site

The project team should ensure that waste management activities during on-site construction activities are effectively managed by addressing:

- Waste management documentation and monitoring – certificates and licences;

- Waste identification, storage and handling;
- Waste performance monitoring and reporting.

4.3.1 Waste Management Documentation and Monitoring

The project team must ensure that legislatively required waste management documentation is either reviewed and / or verified so as to assure regulatory compliance by:

- Registering the site as a hazardous waste producer, if appropriate (see section 5.3)
- Confirming that the waste carrier is registered to remove the waste via accessing the Environment Agency's public register database (<http://www2.environment-agency.gov.uk/epr/search.asp?type=register>)
- Confirming that a broker is registered, if a broker is used for the management of waste removal from site, by accessing the Environment Agency's public register database (<http://www2.environment-agency.gov.uk/epr/search.asp?type=register>).
- Checking with the waste carrier where the waste is to be taken and making sure that the destination is authorised to receive it i.e. obtaining a full copy of the waste management licence or exemption.
- Ensuring discharge consents are obtained to manage the discharge of waste waters (e.g., from wash down or dewatering activities) to surface waters or the foul sewerage system
- Ensuring a trade effluent consent is obtained when required.
- Ensuring that a waste transfer note is completed for the removal of all wastes from site and that it includes:
 - What the waste is, how much there is and its 6-digit European Waste Catalogue code;
 - What sort of container it is in;
 - The time, date and place from where the waste was transferred;
 - The names and addresses of both parties involved in the transfer
 - Details of which category of authorised person each one is e.g., producer, waste carrier, waste broker, waste licence holder;
 - If either of the persons is a registered waste carrier, the certificate number of the registration;
 - If either of the persons has a waste management licence, the licence number of the facility.
- Ensuring when hazardous waste leaves your premises a consignment note is completed. Your carrier must leave a copy of the note with you when they remove the waste. Your register must contain information on:
 - The quantity, nature, origin, destination, frequency of collection, mode of transport of the waste removed and details of the waste carrier. If properly completed, consignment notes will meet these requirements.

4.3.2 Waste Identification, Storage and Handling

The project team should ensure that all wastes are stored safely and securely to prevent waste leaving the site, to prevent any liquid wastes leaching from bins or skips, which includes any dry wastes that may become wet, and prevent hazardous wastes being mixed with other hazardous wastes or non-hazardous wastes. For further pollution prevention information, please refer to PPG6 Working at Construction and Demolition Sites, which can be found at the following link: <http://publications.environment-agency.gov.uk/PDF/PMHO0410BSGN-E-E.pdf> .

Additionally, appropriate waste labels using the national colour coding system for wastes, refer to Figure 1, should be used.

Different waste streams should be segregated using different containers, where space permits; however, as a minimum, skips / containers for hazardous and non-hazardous wastes should be provided. If space for the provision of multiple skips is limited, consideration should be given to the use of a licensed waste management company who may be able to recover recyclable materials from mixed skips.

Figure 1: National Colour Coding System for Wastes

	Biohazard
	Gypsum
	Hazardous
	Inert
	Metal
	Mixed
	Packaging
	Plate Glass
	Wood

4.3.3 Waste Performance Monitoring and Reporting

The project team should ensure that anticipated quantities of waste to be generated during construction activities are identified and recorded in section 4, as well as ensuring that the actual monthly quantities of waste to have been generated, reused or disposed are recorded in section 7.

4.3.4 Waste minimisation strategies

The following waste minimisation strategies are to be used on this site:

Type	Waste minimisation decision taken	By Whom	Intended Results
Concrete/ bricks/ blocks	Materials from demolition to be crushed on site	Production	Reuse on site and reduce waste removed from site
Topsoil	Where possible topsoil will be stored and reused on site	Production	Reduce material leaving site
Spoil	Site modelling to raise the finished floor levels	Technical	Reduce the amount of spoil to be removed from site.
Concrete	Accurately order concrete	Production	Reduce the amount of concrete waste produced
Concrete Frame	Shutters and decking to be reusable	Commercial	Reduce shuttering waste
Timberframe	Insulation to be cut and installed into panels before delivery to site	Commercial/ Technical	Accurately cut at the factory with any off cuts recycled.
Timberframe	Timberframe construction using pre fabricated panels	Commercial/ Technical	Reduces timber waste on site by accurate off site fabrication
Bricks/blocks	Building sizes to be designed to brick dimensions to minimise off cuts	Technical	Reduces brick waste
Bricks	Brick cladding will cause some brick waste	Production	Waste material created to be reused under patios and footpaths where appropriate.
Bricks/Blocks	Accurately take off brick and block orders	Production	Correct quantity delivered and reduce wastage on site
Roof trusses	Use of prefabricated roof trusses	Technical/ Commercial	Reduce timber waste and off cuts
Spandrel Panels	Change blockwork in roof space to spandrel panels	Technical	Reduces blockwork wastage
Plasterboard	Accurately measure and deliver plasterboard to site	Production	Reduces off cuts and potential for damage whilst storing materials
Plasterboard	Storey heights to be designed to suit whole board sizes	Technical	Reduce the amount of off cuts and reduce the amount of waste leaving site.
Timber	Selection of specific timber sizes	Production/ Commercial	Reduce on site waste during construction
Packaging	Request that suppliers minimise any packaging and remove any that is necessary	Commercial	Removal of waste to be recycled at supplier owned facilities
Pallets	Pallets are to be returned to the supplier for re use	Commercial	Reduction in timber waste

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Office paper	All office waste paper will be recycled	Production/ Commercial	Reduce amount of waste going to landfill
Office paper	Minimise office waste by storing documents electronically on the server.	Production/ Commercial	Reduce the amount of waste paper

SECTION 5

FORECASTING WASTE

5.0 Forecasting & Planning the Reduction, Re-use and Recycling of Waste

During the initial stages of site appraisal, site investigation (including the consideration of risk and specification issues in the crushing and re-use of demolition arisings) and through the design of foundations and site contouring, a number of waste streams will be identified.

Additionally, proper segregation and quantification greatly assists in the securing of landfill tax exemptions and contaminated land credits, and therefore we should take the opportunity to maximize the return from these.

During construction, a number of additional waste streams will be identified, (e.g. as a result of material wastage, over ordering, packaging and damaged products etc.). The table below should be completed for each specific waste category.

BRE benchmark figures can be used in lieu of data from Hill Partnership similar schemes

Hill Partnerships Target							
Type of waste	EWC Code	Estimate amount (m ³)	Reduce (%)	Reuse (%)	Recycle (%)	Recover (%)	Dispose (%)
Soils/vegetation	17 05 03	320	0	0	80	0	0
Bricks	17 01 02	132	10	5	80	5	0
Concrete	17 01 01	232	10	10	80	0	0
Inert	17 01 07	74	0	10	0	90	0
Metals	17 04 07	72	0	0	100	0	0
Packaging	15 01 06	330	0	0	0	75	25
Gypsum	17 08 02	204	10	0	90	0	0
Plastics	17 02 03	128	0	0	0	75	25
Timber	17 02 01	230	10	10	80	0	0
Canteen/office waste	20 03 01	212	0	0	0	75	25
Other	20 03 01	18	0	0	0	75	25
Mixed	17 09 04	126	0	0	0	75	25

Subject: Site Waste Management Plan

Overall Target		2078					
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SECTION 6

IMPLEMENTATION

6.0 Duty of Care

The client and principle contractor must take reasonable steps to ensure waste duty of care and materials are handled efficiently and waste is managed appropriately.

6.1 Register of Waste Carrier Licences and Permits

Role	Name/Address	Contact /Tel No	Registration /Licencing Nos.	Date of Issue and Expiry
Waste Broker	N/A	N/A	N/A	N/A
Carrier/Skip Provider	TBC			
Transfer Station used by Carrier	TBC			
Landfill used by Carrier	TBC			
Contract Haulier (Muck Away)	TBC			
Transfer Station used by haulier	TBC			
Landfill used by haulier	TBC			
Mobile Crushing Service	N/A			

6.2 Site Organization

Details should be added for the site set up arrangements to deliver the appropriate standard and organization.

Site Set Up	Yes/No	Arrangements for maintenance of these areas and for disposal of unwanted materials
Designated Waste Storage area (skips and to ensure segregation)	Yes	End of road adjacent to plot 7 and adjacent to 44-47 & 33/32
Pallet Returns Area	Yes	Haul road in front of skips
Stockpile (for inert material or for that material identified as requiring treatment or re-use)	Yes	Haul road adjacent to 44-47

6.3 Documentation

Documentation should be provided to suit the description of any waste removed from site. Responsibilities for completion of these should be recorded in the table below:-

Description	Instigator of Document	Responsibility for Completion	Keeper	Time for storage
Individual Transfer Notes	Waste Carrier/Broker	Site Manager	Head office	3 years
'Season' Ticket (multiple transfers of the same material over a 12 month period)	Waste Carrier/Broker	Site Manager	Head office	3 years
Site Skip Exchange Tickets	Waste Carrier	Site Manager	Head office	None after payment

Copies of all Waste Transfer Notes (WTN) should be filed in the site office, with the originals returned to head office with the MRS.

Documentation should be provided for any processes that require specific exemption or discharge consents (e.g. dewatering and discharge).

Process	Required (Y/N)	Details
Exemptions	N	
Discharge Consents	N	
Other		

Records should be securely disposed after being held for the required time period.

SECTION 7

COMMUNICATION AND TRAINING

7.0 Communication and Training

The site induction will ensure that all members of the workforce are made aware of the waste strategy (e.g. segregation) on this site. Everyone on site should receive relevant training which includes:

- The SWMP
- Roles and responsibilities
- Waste procedures on site
- Hazardous waste
- Duty of care / responsibilities
- Materials storage

This will be undertaken by (please tick all that apply):	
X	Induction
X	Tool Box Talks
	Workshops
	Other (please state):

A record of this training, which is signed and dated, will be kept in the allocated section of the health and safety folder.

Any other specific arrangements that will be required should be detailed below:	
These should be communicated by:	
X	Meetings
X	Posters
X	Feedback from staff
	Other (please state):

Any breach of the SWMP will be deemed as a breach of the company's health and safety policy and dealt with in the appropriate manner.

SECTION 8

WASTE RECORDS

8.0 Waste Records

It is mandatory to record the identity of the person removing the waste (i.e. waste management contractor), types of waste removed and where the waste is being taken to. In addition it is important to record the type of waste leaving the site to monitor our forecast against actual waste.

This can be recorded on the table following or via the online Smartwaste system. Please state which system will be used.

This will be completed on:	
X	Smartwaste Online system
	Table following

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SECTION 9

COMPLETION REVIEW

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9.0 Completion Review

9.1 Review at Contract Completion (Within 3 months) and Archival

A review of the success (or otherwise) of the SWMP will be completed within three months of the completion of the project.

This will include as a minimum:-

- Accurate identification of Waste Streams and predicted volumes or weights
- Achievement of waste betterment of established averages
- Review
- Performance of waste brokers or carriers

The completed SWMP complete with all relevant appendices will be archived.

9.2 Information will be recorded in the tables below:

We confirm that the plan has been monitored on a regular basis to ensure that work was progressing to the plan and the plan was updated:

Signature	Print Name	Date

Explain any deviation from the original plan and impact on project:

--

Review how successful the implementation of the plan was:

☐	Exceeded Expectations
☐	Met expectations
☐	Below expectations

Explanation:

--

Review (learning to be applied to the next project):

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Type of waste	EWK Code	Estimate amount (m ³)	Actual Amount (m ³)	Difference	Reason for Variation
Soils/ vegetation	17 05 03	320			
Bricks	17 01 02	132			
Concrete	17 01 01	232			
Inert	17 01 07	74			
Metals	17 04 07	72			
Packaging	15 01 06	330			
Gypsum	17 08 02	204			
Plastics	17 02 03	128			
Timber	17 02 01	230			
Canteen/office waste	20 03 01	212			
Other	20 03 01	18			

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Mixed	17 09 04	126			
Overall Target		2078			