Commercial & Industrial Waste and Recycling Checklist

To check if a commercial or industrial facility has been sustainably designed in accordance with Recycling Victoria's circular economy approach to development, please use the below self-assessment.

Once completed, this self-assessment may be sent in with your planning application to the respective council where your development is located, to assist with the planning assessment process. Local government planners may also use the self-assessment when assessing design drawings.

Please consider relevant local government planning scheme controls when designing/assessing a commercial or industrial facility, as there may be design requirements to address that differ to the recommended considerations below.

	Yes	No	N/A
Land use details			
Review land use zoning/overlays applicable to the site.	☐	☐	☐
Check with your local council to ensure that any council specific matters have been considered.	☐	☐	☐
Ensure that the Circular Economy Principles as described in the *Sustainability Victoria Guide – Waste and Recycling for Commercial and Industrial Land Use and Development* have been considered and planned for, where relevant.	☐	☐	☐
Waste and recycling type generation			
Ensure that the design has considered all waste and recycling streams relevant to the use and development.	☐	☐	☐
Ensure the design plans for: bins, skips, compactors, automation, on-site organic waste processing, balers and glass crushers, where relevant.	☐	☐	☐
Ensure separation, storage and collection areas for each material stream, is easy to use and understand and signed appropriately.	☐	☐	☐
Check with your local council as to which material streams can be collected by either a council or private collection service.	☐	☐	☐
Separate waste and recyclables at the source			
Maximise the separation of waste and recyclables on site, where possible.	☐	☐	☐

Sustainability Victoria

	Yes	No	N/A
Bin storage area design			
Bins must be separated according to council regulations.	☐	☐	☐
Provide large enough bins to store waste and recyclable materials based on your waste types, waste generation estimates and collection frequency. See SV's waste and recycling generation calculator at https://calculators.sustainability.vic.gov.au/mud-waste-management/	☐	☐	☐
Design secure bin storage areas to protect against potential vandalism or theft.	☐	☐	☐
Fit fire sprinklers according to the Building Code of Australia's fire safety standard.	☐	☐	☐
Screen, enclose or hide bins so that visual amenity is not reduced for customers, the public and visitors.	☐	☐	☐
Design to ensure vehicle manoeuvring is in line with Australian Standards and ensure bins are safely accessible for pedestrians.	☐	☐	☐
Provide space for heavy vehicles (e.g. waste and recycling collection trucks) in line with relevant local council Acts, regulations, guidelines and codes administered by Austroads, VicRoads, WorkSafe Victoria and any local traffic requirements.	☐	☐	☐
Design office areas to provide space for interim storage of waste paper, used toner and printer cartridges for recycling.	☐	☐	☐
Separate storage of liquid waste, such as oils from restaurants or cafes.	☐	☐	☐
Separate storage of clinical or hazardous waste in specialised containment bins and allow for collection by specialised services. Contact your local council or the EPA for further information on the correct services to use.	☐	☐	☐
Perishables/organic waste			
Refrigerated waste, recycling rooms or processing equipment have been provided for organics, such as a large supermarket or food processing factory.	☐	☐	☐
Appropriate storage and collection areas, or alternative organics and glass management options have been considered.	☐	☐	☐
Food preparation areas have been designed with enough dedicated space to collect and recycle food, plastics and glass waste. This includes kitchens, office tearooms, service areas and food processing plant areas.	☐	☐	☐
Collection frequency			
Identify appropriate collection services. These could include private, public or both depending on waste generated.	☐	☐	☐
Contact your local council or a private collection service provider to find out specific requirements.	☐	☐	☐
Consider the amount of waste generated annually as this may impact collection frequency.	☐	☐	☐

	Yes	No	N/A
Collection location			
Collection points should be clear of all obstacles, on a level surface, and have access-way rated for use by heavy vehicles.	☐	☐	☐
Collection points should have enough room for bins to be manoeuvred by the driver for servicing and be accessible during collection times.	☐	☐	☐
Collections areas shouldn't be restricted by parked cars, vehicle loading or unloading bays, bollards, signs, plants, bins, seats or other street furniture.	☐	☐	☐
Collection areas shouldn't require vehicles to reverse or impede the normal operations of the building, or be located behind locked gates.	☐	☐	☐
Collection points shouldn't interfere with the operation of: › intersections › ramps › round-a-bouts › pedestrian crossings › on busy roads or in narrow lane ways › building awnings › overhead wires/ trees › tree canopies › air-conditioning and other service ducts and pipes › sprinklers › CCTV cameras › movement sensor › smoke detectors › public areas › vehicle, pedestrian, public, staff and visitor traffic areas.	☐	☐	☐
Detailed architectural drawings			
Provide a set of scaled drawings showing where waste is disposed of and collected.	☐	☐	☐
Ensure drawings are clear and appropriately labelled.	☐	☐	☐
Provide clear drawings of all waste and recycling signage to be used in the facility.	☐	☐	☐
Provide a plan showing commercial or industrial floor where waste and recycling pickup/drop-off points are located.	☐	☐	☐
Bin rooms including any bins and compactors, labelled to indicate their size and what waste materials they will store (e.g. organics, paper and cardboard).	☐	☐	☐
Provide details of in-street or on-site bin collection points and ensure bin alignment is visible for collection services.	☐	☐	☐
Design your facility to meet best practice sustainability standards, e.g. Green Building Council of Australia (GBCA).	☐	☐	☐
Amenity mitigation			
Design to avoid potential odour issues with appropriate containers, lids and collection frequencies.	☐	☐	☐
Prevent dust, noise and glass breakage issues in collection and access areas.	☐	☐	☐
Reduce any potential traffic and amenity impacts, such as noise and odours by designing the facility appropriately.	☐	☐	☐

	Yes	No	N/A
Health and safety			
Design collection, disposal or recycling infrastructure to prevent injury or harm to building occupants and collection service persons.	☐	☐	☐
Ventilation			
Use fan-assisted cooling strategies, if required.	☐	☐	☐
Provide exhaust openings in suitable areas.	☐	☐	☐
Provide operable window openings.	☐	☐	☐
For systems open to ground level, maximise wind-induced natural ventilation and internal airflow.	☐	☐	☐
Signage			
Determine the size, shape, location and form of signs.	☐	☐	☐
Use appropriate and easy to read signage for different waste types.	☐	☐	☐
Signage for waste and recycling collection services should clearly identify where waste and recycling collections can be picked up and dropped off.	☐	☐	☐