

To whom it may concern,

In 2023, the UK Government announced a new recycling plan that aims to create a [new, simpler common-sense approach to recycling](#). The new requirements aim to improve recycling rates and standardise recycling practices by having a simpler recycling system where we can recycle the same items at home, work or school.

All businesses in England must comply with the new regulations if the business has 10 fulltime staff or 10 full time equivalents (FTE).

From 31 March 2025, recycling and collection measures for all types of recyclable waste are required to be in place in your businesses, except garden waste and plastic film.

For businesses, this includes:

- Food waste
- Glass (bottles, jars)
- Metal (aluminium and steel tins, cans, foil)
- Plastic (bottles, tubs, trays, containers)
- Paper (envelopes, magazines, copier paper)
- Cardboard (cardboard boxes, corrugated cardboard)

The link below is a guide to how things are changing with the new legislation.

**[www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england](http://www.gov.uk/guidance/simpler-recycling-workplace-recycling-in-england)**

You are responsible for determining if this affects your business and, if appropriate, ensuring compliance. To assist in enabling you to be compliant with the new guidance, we will be able to offer the following collections.

1. **Glass** – This will be in a separate bin and collected with a separate vehicle.
2. **Food Waste** - This will be in a separate bin and will be any food waste that is produced in a canteen, staff room or any leftovers from staff. This will be a weekly collection with a separate vehicle.
3. **Standard Recycling Bin** - This is the existing recycling collection for those businesses that have it and will continue to be collected weekly or fortnightly. You can recycle plastic bottles, food and drink cans and paper and card in this bin.
4. **New 'Simpler' Recycling Bin**. This will be a separate bin that you will be able to place items that were not previously recyclable. This includes items such as aluminium foil, aluminium food trays, steel and aluminium jars and bottle lids, aluminium tubes, plastic tubs pots, tubs and trays made of PET, food and beverage cartons. Items listed for the 'standard recycling bin' should not be put in this bin. We are intending to collect this bin monthly.

If you require any assistance on the services we have on offer, or any other information please contact me at [stuart.anstey@newark-sherwooddc.gov.uk](mailto:stuart.anstey@newark-sherwooddc.gov.uk)