

### Introduction

This guidance document provides information on how to complete questions in WasteDataFlow that are applicable to **English Authorities**.

The questions in WasteDataFlow cover the following stages of the waste management process:

- General authority information
- Waste collection infrastructure
- Recycling/reuse tonnages collected;
- Waste collected for disposal;
- Waste management – detailing the waste treatment / disposal / recycling / reuse; and
- Financial information (these questions are located within the annual return, which is optional; guidance on completing these is provided in Appendix 1 Annual Return Questions (Optional)).<sup>1</sup>

This document details:

- The question text;
- If the question needs to be completed on an annual or quarterly basis;<sup>1</sup>
- The type of authority required to complete each question (either Waste Disposal Authority, Waste Collection Authority or Unitary Authority);
- Details regarding what information you need to provide to answer each question; and
- Links to useful guidance documents.

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<sup>1</sup> Until the end of the 2007-08 reporting year, English local authorities were required to submit annual data on the costs of waste collection and treatment by 30th June of the relevant reporting year and this data was used to calculate Best Value Performance Indicators (BVPs). As BVPs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow. If a local authority does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPs etc. alongside the relevant tonnage data. However, this financial data will not be verified or validated by WasteDataFlow.

Some terms have been abbreviated, and the key clarifies the meaning of these abbreviations.

### Key

WDF = WasteDataFlow

LA = Local Authority

WDA = Waste Disposal Authority

WCA = Waste Collection Authority

UA = Unitary Authority

Table 1 shows the question numbers that relate to the waste management areas listed above and which local authority types should complete them. Table 2 provides guidance on completing the questions.

Several older questions relating to waste treatment, disposal and transfer to reprocessors were replaced by Question 100 during the 2014-15 year (for English local authorities)<sup>2</sup>. Qu24 (Number of fly-tipping incidents reported) was removed from the WasteDataFlow question set during the reporting period 2015-16 Qtr2<sup>3</sup>. A previous version of this guidance note which includes all the now-obsolete questions can be found in the guidance [Archive](#) on the WasteDataFlow website.

If you have any questions regarding the content of this document, please contact the WasteDataFlow helpdesk: [helpdesk@wastedataflow.org](mailto:helpdesk@wastedataflow.org) or 0845 6000 890.

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<sup>2</sup> The Question 100 interface had been used earlier by local authorities in Scotland and Wales but was first trialled by a group of English LAs reporting data for April - June 2014 with an additional group of LAs volunteering from a starting point of data for October - December 2014. It became mandatory for all English LAs from reporting period April - June 2015. Question 100 is not used in Northern Ireland.

<sup>3</sup> Many local authorities previously based the data in Qu24 on information inputted into the Environment Agency Fly-capture online web portal. In July 2015 the data entry capability of the Fly-capture website was removed and was replaced by a Fly-tipping module within WasteDataFlow.

Table 1. Quarterly return current question list.

Question type	Question number	Question frequency	Question text	Authority type required to complete the question		
				Unitary Authority	Waste Collection Authority	Waste Disposal Authority
General authority information	Q001	Annual	Authority Data: Note this data is prefilled.	No	No	No
General authority information	Q002	Annual	Authority Data: Note this data is prefilled.	No	No	No
Waste Collection Infrastructure	Q004	Quarterly (fourth quarter only)	How many households were provided with the following methods of residual waste containment?	Yes	Yes	No
Waste Collection Infrastructure	Q005	Quarterly (fourth quarter only)	How many households were offered the following containment methods for dry recyclable collection?	Yes	Yes	No
Waste Collection Infrastructure	Q006	Quarterly (fourth quarter only)	How many households were offered the following containment methods for green waste / organics collection?	Yes	Yes	No
Waste Collection Infrastructure	Q007	Quarterly (fourth quarter only)	How many households are served by a kerbside collection of:	Yes	Yes	No
Waste Collection Infrastructure	Q013	Quarterly (fourth quarter only)	Total no. of Civic Amenity Sites by District	No	No	Yes
Waste Collection Infrastructure	Q015a	Quarterly (fourth quarter only)	Total no. of Bring Sites operated by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q010	Quarterly	Tonnes of material collected through kerbside schemes from household sources by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q011	Quarterly	Tonnes of material collected from commercial, industrial or other non-household sources by LA or its contractors	Yes	Yes	Yes
Recycling/reuse tonnages	Q012	Quarterly	Tonnes of material collected through kerbside schemes by non-contracted voluntary/community sector from household sources	Yes	Yes	No
Recycling/reuse tonnages	Q014	Quarterly	Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors	No	No	Yes
Recycling/reuse tonnages	Q015	Quarterly (fourth quarter only)	Total no. of Civic Amenity Sites operated by LA or its contractors	Yes	Yes	No

Question type	Question number	Question frequency	Question text	Authority type required to complete the question		
				Unitary Authority	Waste Collection Authority	Waste Disposal Authority
Recycling/reuse tonnages	Q016	Quarterly	Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q017	Quarterly	Tonnes of material collected at bring sites operated by LA or its contractors	Yes	Yes	No
Recycling/reuse tonnages	Q018	Quarterly	Composting / Recycling tonnage collected through any other recycling schemes.	Yes	Yes	No
Recycling/reuse tonnages	Q033	Quarterly	Tonnes of materials collected at bring sites operated by voluntary / community sector	Yes	Yes	No
Recycling/reuse tonnages	Q034	Quarterly	Tonnes of material collected for recycling at street recycling bins	Yes	Yes	No
Waste collected for disposal	Q023	Quarterly	Please provide details of other waste collected for disposal. (The destination of the residual is required for authorities in Wales only.)	Yes	Yes	Yes
Waste collected for disposal	Q025	Quarterly	How many abandoned vehicles were disposed of by your authority and what percentage was recycled?	Yes	Yes	Yes
Waste collected for disposal	Q026	Quarterly	How many fridges/freezers were disposed of by your authority?	Yes	Yes	Yes
Waste management	Q100	Quarterly	This question is used to record waste sent for treatment or disposal. The end of each route must be the point the waste becomes a resource, or landfill. The question can be used for all waste streams, but usage differs by country.	Yes	Yes	Yes

Table 2. Guidance on completing questions.

<b>Question number / frequency / LA type</b>	<b>Question text</b>	<b>Guidance</b>
<b>Q001 / Annual / N/A – prefilled</b>	Authority Data: Note this data is prefilled.	<p>This question shows data for:</p> <ul style="list-style-type: none"> <li>• Population of Authority;</li> <li>• Area in Hectares; and</li> <li>• Population density of Authority.</li> </ul> <p>For England, the population data are from the Office for National Statistics (ONS) and are updated annually in WDF after the ONS figures are published, usually in the second half of the calendar year. Population changes take effect in WDF from 1 January each year. The general pattern is: ONS “Population Estimates for Mid-Year X” are applied in WDF from 1 January in year [X+1]; for example, “Population Estimates for Mid-2023” apply in WDF from 1 January 2024. Published population data can be found here:  <a href="https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/estimatesofthepopulationforenglandandwales">https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/estimatesofthepopulationforenglandandwales</a></p> <p>The population density is calculated based on the population and area data.</p>
<b>Q002 / Annual / N/A – prefilled</b>	Authority Data: Note this data is prefilled.	<p>This question shows data for:</p> <ul style="list-style-type: none"> <li>• Number of Households;</li> <li>• Dwelling stock;</li> <li>• Index of deprivation;</li> <li>• BMW % Conversion factor;</li> <li>• MBT Reduction Factor (April 2009 on).</li> </ul> <p>For England, the Dwelling Stock values are 31<sup>st</sup> March figures from the Valuation Office Agency (VOA). The dwelling stock figures in WDF are updated annually after the figures are published by the VOA, usually in the second half of the calendar year. The general pattern is: “Valuation Office Agency (VOA) figures for 31 March X” are applied in WDF from 1 April in year</p>

Question number / frequency / LA type	Question text	Guidance
		<p>[X-1]; for example, “Valuation Office Agency (VOA) – 31 March 2024 figures” apply in WDF from 1 April 2023. The most recent release is here: <a href="https://www.gov.uk/regional-and-local-government/local-government-council-tax">https://www.gov.uk/regional-and-local-government/local-government-council-tax</a></p> <p>The other data on this question are no longer updated. The dwelling stock figure is shown on the Cross-check Balance tab of the Summary report.</p>
<b>Q004 / Qtr4 only / UA, WCA</b>	How many households were provided with the following methods of residual waste containment?	<p>This question needs to be completed in <b>quarter 4</b> only.</p> <p>For each of the containment methods listed, enter the number of premises involved and the frequency of collection by your authority. Frequency of collection is selected from a drop-down list.</p> <p>If your local authority provides multiple bins to the same household, please enter in the “no. of household” box the actual number of bins provided against the appropriate type of containment method. For example, if you had 20,000 households each with 2 wheeled bins of size 100-150 litres you would enter 40,000 in the ‘no. of households’ column against this containment method.</p>
<b>Q005 / Qtr4 only / UA, WCA</b>	How many households were offered the following containment methods for dry recyclable collection?	<p>This question needs to be completed in <b>quarter 4</b> only.</p> <p>For each of the containment methods listed: enter the total number of premises offered the collection scheme and the frequency of collection by your authority. Frequency of collection is selected from a drop-down list. Also, for co-mingled materials indicate what percentage is sorted at the KERBSIDE and what percentage is sorted at a MRF using the boxes provided.</p> <p>If your local authority provides 2 bins to the same household, please enter in the “no. of household” box the actual number of bins provided against the appropriate type of receptacle provided.</p>
<b>Q006 / Qtr4 only / UA, WCA</b>	How many households were offered the following containment	<p>This question needs to be completed in <b>quarter 4</b> only.</p> <p>For each of the containment methods listed: enter the number of premises offered the collection scheme and the frequency of collection by your authority. Frequency of collection is chosen from a drop-down list. Also, indicate whether kitchen waste is collected with garden waste for each of these containment methods. Use the drop-down lists provided to do this.</p>

Question number / frequency / LA type	Question text	Guidance
	methods for green waste / organics collection?	<p>If your local authority provides multiple bins to the same household, please enter in the “no. of household” box the actual number of bins provided against the appropriate type of receptacle provided. For example, if you had 20,000 households each with 2 wheeled bins of size 100-150 litres you would enter 40,000 in the ‘no. of households’ column against this containment method.</p> <p>If green garden waste collections are provided on a subscription basis, please enter the number of households eligible to sign up for the service, rather than the number of households that do sign up. For information: the number of subscribers should be entered in Qu10.</p>
<b>Q007 / Qtr 4 only / UA, WCA</b>	How many households are served by a kerbside collection of:	<p>This question needs to be completed in <b>quarter 4</b> only.</p> <p>This question is asking you to enter the number of households served by household collections of one, two, three or four or more recyclable materials of the following categories: paper/card, glass, cans, plastic, waste for composting, textiles, scrap metal/white goods or other. Do not double-count. For example if a household receives a collection of two recyclable materials ensure you count this as “Two recyclable materials” ONLY. Do not also count this in the “One recyclable material” option box.</p>
<b>Q010 / Quarterly / UA, WCA</b>  <b>Household waste question</b>	Tonnes of material collected through kerbside schemes from household sources by LA or its contractors	<p>As you can see from the question layout you are being asked to input information for various materials under six headings. Five of these headings allow you to input numerical data: namely:</p> <ul style="list-style-type: none"> <li>• Tonnage collected for recycling,</li> <li>• Tonnage collected for recycling but actually rejected/disposed,</li> <li>• Number of households receiving a collection (see further notes below for subscribed-to collections and bulky waste services),</li> <li>• Tonnage Collected for Reuse: and</li> <li>• Tonnage Collected for reuse but actually rejected / disposed.</li> </ul> <p>The remaining question, Collected Co-mingled?, requires a Yes/No answer which you can select from the drop-down list provided.</p> <p><b>Co-mingled guidance:</b> This can be illustrated by two scenarios:</p>

Question number / frequency / LA type	Question text	Guidance
		<ol style="list-style-type: none"> <li>1. Collected co-mingled and sent to a MRF: Collected co-mingled should be entered as a total tonnage here only if recyclate is taken to a MRF. The total tonnage collected should also be placed into Qu100 as the total input to the MRF. Please follow the <a href="#">Qu100 Data entry guidance</a>, and also refer to the <a href="#">“Recording co-mingled materials”</a> guidance sheet on the Guidance page of the WasteDataFlow website in the England Guidance &gt; Specific Reporting Guidance section.</li> <li>2. Kerbside separated: If recyclate is collected from the kerbside in the same container but sorted by hand at the kerbside, the recyclate should be apportioned out into the individual material types (not the co-mingled category) and 'YES' should be selected on the collected co-mingled drop-down box. Note that this point also relates to Qu11 &amp; Qu12.</li> </ol> <p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function which reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want to add to or remove from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p><b>Key considerations when entering data into Qu10:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Other materials:</b> Record materials that do not have a specific material category as Other materials and place a note in the comments box stating the nature of the material.</li> <li>▪ <b>Subscription services:</b> Where figures relate to a service which households pay a subscription for e.g. the collection of “Green garden waste only” the <b>Number of households receiving a collection</b> should be the number of households which have subscribed to the service.</li> </ul>

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> <li>▪ <b>Bulky waste:</b> Please enter data in relation to bulky waste collections where items collected are reused or recycled. If all households have access to a bulky waste collection, then the total number of households within the authority needs to be cited.</li> <li>▪ <b>Construction and demolition waste:</b> Only separately collected construction and demolition waste collected for recycling should be reported in either the rubble, soil or plasterboard category. Please refer to the <a href="#">“Reporting Rubble”</a> guidance on the <a href="#">England Guidance</a> page of the WasteDataFlow website.</li> <li>▪ <b>Fridges/Freezers:</b> WCAs should report fridges/freezers collected from houses here. Fly-tipped fridge/freezers collected for recycling should be recorded in Qu18 as other non-household waste as fly-tipped waste is classed as non-household waste. Please also enter the total number of fridges and freezers collected in Qu26 (Note that this point also relates to Qu11, 12, 14, 16, 17, 18, 33, 34). Qu26 is an independent question from other questions relating to fridges/freezers. For Qu26 two-tier authorities should liaise to ensure double-counting does not occur. As the question refers to ultimate disposal it will usually be the WDA that completes this question.</li> <li>▪ <b>Rejects</b> entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu10 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<b>Q011 / Quarterly / UA, WCA, WDA</b>  <b>Non-household waste</b>	Tonnes of material collected from commercial, industrial or other non-household sources by LA or its contractors	<p>As you can see from the question layout you are being asked to input information for various materials under five headings. Four of these headings allow you to input numerical data:</p> <ul style="list-style-type: none"> <li>• Tonnage collected for recycling;</li> <li>• Tonnage collected for recycling but actually rejected/disposed;</li> <li>• Tonnage collected for Reuse; and</li> <li>• Tonnage collected for reuse but actually rejected/disposed;</li> </ul> <p>The remaining question, Collected Co-mingled?, requires a Yes/No answer which you can select from the drop-down list provided.</p>

Question number / frequency / LA type	Question text	Guidance
		<p>An example for this question is trade waste collections such as paper/cardboard that are being recycled. All recycled waste from non-household sources should be reported in this question, including that collected through CA sites by UA/WCAs. WDAs can also use this question to report non-household recyclable waste from CA sites.</p> <p><b>Co-mingled guidance:</b> This can be illustrated by two scenarios:</p> <ol style="list-style-type: none"> <li>1. Collected co-mingled sent to a MRF: Collected co-mingled should be entered as a total tonnage here only if recyclate is taken to a MRF. The total tonnage collected should also be placed into Qu100 as the total input to the MRF. Please follow Qu100 guidance, and also refer to the <a href="#">“Recording co-mingled materials”</a> guidance sheet on the Guidance page of the WasteDataFlow website in the England Guidance / Specific Reporting Guidance section.</li> <li>2. Kerbside separated: If recyclate is collected from the kerbside in the same container but sorted via hand at the kerbside, the recyclate should be apportioned out into the individual material types (not the co-mingled category) and 'YES' should be selected on the collected co-mingled drop-down box. Note that this point also relates to Qu10 &amp; Qu12.</li> </ol> <p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function which reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want to add to or remove from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p><b>Key considerations when entering data into Qu11:</b></p> <ul style="list-style-type: none"> <li>■ <b>Other materials:</b> Record materials that do not have a specific material category as Other materials and place a note in the comments box stating the nature of the material.</li> </ul>

Question number / frequency / LA type	Question text	Guidance
		<p><b>Construction and demolition waste:</b> Only separately collected construction and demolition waste collected for recycling should be reported in either the rubble, soil or plasterboard category. Please refer to the <a href="#">“Rubble Reporting”</a> on the Guidance page of the WasteDataFlow website.</p> <ul style="list-style-type: none"> <li>▪ <b>Fridges/Freezers:</b> Fly-tipped fridge/freezers collected for recycling should be recorded in Qu18 as Other non-household waste. Please also enter the total number of fridges and freezers collected in Qu26 (Note that this point also relates to Qu10, 12, 14, 16, 17, 18, 33, 34). Qu26 is an independent question from other questions relating to fridges/freezers. For Qu26 two-tier authorities should liaise to ensure double-counting does not occur. As the question refers to ultimate disposal it will usually be the WDA that completes this question.</li> <li>▪ <b>Rejects</b> entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu11 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<b>Q012 / Quarterly / UA, WCA</b>  <b>Household waste</b>	<p>Tonnes of material collected through kerbside schemes by non-contracted voluntary/community sector from household sources</p>	<p>This question asks you to include the quantity of material collected through household kerbside schemes by the voluntary or community sector which comes under the control of your authority (as per Defra's guidance on the definition of municipal waste). As you can see from the question layout you are being asked to input information for various materials under five headings. Four of these headings allow you to input numerical data:</p> <ul style="list-style-type: none"> <li>• Tonnage collected for recycling;</li> <li>• Tonnage collected for recycling but actually rejected/disposed;</li> <li>• Number of households receiving a collection;</li> <li>• Tonnage Collected for Reuse and Tonnage Collected for reuse but actually rejected / disposed.</li> </ul> <p>The fifth question, Collected Co-mingled? requires a Yes/No answer which you can select from the drop-down list. Examples for this question are Oxfam, British Heart Foundation and Scout Group collections.</p> <p><b>Key considerations when entering data into Qu12:</b></p>

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> <li>▪ <b>Other materials:</b> Record materials that do not have a specific material category as Other materials and place a note in the comments box stating the nature of the material.</li> <li>▪ <b>Rejects</b> entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu12 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<b>Q013/ Qtr4 only / WDA</b>	Total no. of Civic Amenity Sites by District	If your authority is separated into districts, enter the number of Civic Amenity Sites in each district separately. Do NOT include CA Sites operated by a Waste Collection Authority (WCA) in your authority area. If you have more than 3 WCAs in your area, fill in data for the 3 boxes on screen and press 'SAVE', a further 3 boxes will then appear.
<b>Q014 / quarterly / WDA</b>	Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors	<p>This question asks you to record the quantity of recycling collected at CA (Civic Amenity) sites operated by the Waste Disposal Authority. The breakdown of tonnages by District is required by the Environment Agency to assist in their auditing role and by Defra when undertaking analyses for policy makers e.g. on relationships between recycling infrastructures.</p> <p>Firstly, choose a “District” from the drop-down list. The page will re-load to display a list of materials and four headings under which you are asked to input data. Only material rejected/disposed of PRIOR to the waste being sent to a recycling/reuse facility is relevant here.</p> <p><b>Key considerations when entering data into Qu14:</b></p> <ul style="list-style-type: none"> <li>• Do not include tonnages from Civic Amenity sites that are operated by Waste Collection Authorities in your area. Authorities in two-tier areas should liaise to ensure no double-counting occurs.</li> <li>• Rubble that is being used for road fill, capping or any other use within the landfill is classed as disposal and not recovery. Therefore, if rubble has been collected at a CA site as recycling but taken to be used as the above it should be placed into Qu23 and then recorded as being sent to the appropriate landfill type in Qu100.</li> </ul>

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> <li>• <b>Materials collected for recycling but subsequently sent for disposal or incineration:</b> If material such as Wood, Plasterboard or Carpets is separately collected for recycling at a CA site but is subsequently, (e.g. due to market conditions or quality issues) sent for disposal or incineration, it should be reported in Qu14 or Qu23 as per the <a href="#">Qu100 Data entry guidance</a> (section 2.5.6) following the relevant scenario depending on whether all the material or only a portion of it is disposed/incinerated.</li> <li>• <b>Construction and demolition waste:</b> Only separately collected construction and demolition waste collected for recycling should be reported as Rubble, Soil or Plasterboard. Ceramics/tiles from a construction and demolition process should be reported as rubble for ease of data reporting. Please refer to the <a href="#">“Rubble Reporting”</a> on the Guidance page of the WasteDataFlow website.</li> <li>• <b>Other materials:</b> Record materials that do not have a specific material category as Other materials and place a note in the comments box stating the nature of the material.</li> <li>• <b>Rejects</b> entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu14 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<b>Q015 / Qtr4 only / UA, WCA</b>	Total no. of Civic Amenity Sites operated by LA or its contractors	Enter the number of Civic Amenity (CA) Sites operated by, or on behalf of, your authority in the box provided. DO NOT include CA Sites operated by a WDA in your authority area. Please make a note in the comments box if the number of CA sites has changed since last completing this question.
<b>Q015a / Qtr4 only / UA, WCA</b>	Total no. of Bring Sites operated by LA or its contractors	Enter the number of Bring Sites operated by, or on behalf of, your authority in the box provided. DO NOT include Bring Sites operated by a WDA in your authority area.

Question number / frequency / LA type	Question text	Guidance
		<p>A Bring Site is a facility where members of the public can bring dry recyclable materials (for example paper, glass, cans, textiles, shoes etc.) at supermarkets or other locations, but not Civic Amenity (CA) sites. Bring Sites may be co-located and provided by a WCA at a CA site run by a WDA (in which case the WCA should record the tonnage and the WDA not).</p> <p>Please make a note in the comments box if the number of bring sites has changed since last completing this question.</p>
<b>Q016 /</b> <b>Quarterly /</b> <b>UA, WCA</b>  <b>Household</b> <b>waste</b>	<p>Tonnes of material collected for recycling/reuse at CA Sites operated by LA or its contractors</p>	<p>As you can see from the question layout you are being asked to input information for various materials under four headings, namely:</p> <ul style="list-style-type: none"> <li>■ Tonnage collected for recycling;</li> <li>■ Tonnage collected for recycling but actually rejected/disposed;</li> <li>■ Tonnage Collected for Reuse; and</li> <li>■ Tonnage Collected for reuse but actually rejected / disposed.</li> </ul> <p>Only material rejected/disposed of PRIOR to the waste being sent to a recycling/reuse facility is relevant here.</p> <p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want adding to or removing from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p><b>Key considerations when entering data into Qu16:</b></p> <ul style="list-style-type: none"> <li>■ If you are a WCA do not include tonnages from Civic Amenity (CA) sites run by a WDA in your authority area.</li> </ul>

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> <li>▪ <b>Rubble:</b> Rubble that is being used for road fill, capping or any other use within the landfill is classed as disposal and not recovery. Therefore if rubble has been collected at a CA site as recycling but taken to be used as the above it should be placed into Qu23 and then recorded as being sent to the appropriate landfill type in Qu100.</li> <li>▪ <b>Materials collected for recycling but subsequently sent for disposal or incineration:</b> If material such as Wood, Plasterboard or Carpets is separately collected for recycling at a CA site but is subsequently, (e.g. due to market conditions or quality issues) sent for disposal or incineration, it should be reported in Qu16 or Qu23 as per the <a href="#">Qu100 Data entry guidance</a> (section 2.5.6) following the relevant scenario depending on whether all the material or only a portion of it is disposed/incinerated.</li> <li>▪ <b>Construction and demolition waste:</b> Only separately collected construction and demolition waste collected for recycling should be reported as Rubble, Soil or Plasterboard category. Ceramics/tiles from a construction and demolition process should be reported as rubble for ease of data reporting. Please refer to the <a href="#">“Rubble Reporting”</a> on the Guidance page of the WasteDataFlow website.</li> <li>▪ <b>Other materials:</b> Record materials that do not have a specific material category as Other materials and place a note in the comments box stating the nature of the material.</li> <li>▪ <b>Rejects</b> entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu16 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<b>Q017 / Quarterly / UA, WCA</b>	Tonnes of material collected at bring sites operated by LA or its contractors	A Bring Site is defined as a “location where one or more banks or containers are situated close to one another”. This question asks you to provide details on the tonnes of material collected at bring sites in your authority. DO NOT include banks situated at Civic Amenity Sites. You are provided with five headings under which to enter data on a list of material types. These headings include: Tonnage collected for recycling, Tonnage collected for recycling but actually rejected/disposed, Number of LA bring sites by material type, Tonnage Collected for Reuse and Tonnage Collected for reuse but actually rejected / disposed.

Question number / frequency / LA type	Question text	Guidance
Household waste		<p>The default list of materials that appears is your “My Materials”. This is a list of your most collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want to add to or remove from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p><b>Key considerations when entering data into Qu17:</b></p> <ul style="list-style-type: none"> <li>▪ <b>Waste collected at supermarket bring banks:</b> If a supermarket collects waste through its own private arrangements – entirely separately from the WDA, WCA or UA, there is no legal obligation for the supermarket or private contractor to provide local authorities with this data. However, if the supermarket voluntarily supplies this data to the WDA, WCA or UA, then this data can be recorded in WasteDataFlow returns in Qu17. This waste falls within the definition of LACMW.</li> </ul> <p>If a supermarket is collecting waste through the Bring Bank scheme but this is operated through arrangements set up by a WDA, WCA or UA, then depending on the particular facts/circumstances this falls within the definition of Local Authority Collected Municipal Waste (LACMW) and the local authority will be required to record this waste in WasteDataFlow returns in Qu17.</p> <ul style="list-style-type: none"> <li>▪ <b>Other materials:</b> Record materials that do not have a specific material category as Other materials and place a note in the comments box stating the nature of the material.</li> <li>▪ <b>Rejects</b> entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu17 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b></p>

Question number / frequency / LA type	Question text	Guidance												
		Please record the destination tonnages in Qu100 under the appropriate Facility / process type.												
<b>Q018 / Quarterly / UA, WCA</b>  <b>Household and non-household waste</b>	Composting / Recycling tonnage collected through any other recycling schemes.	<p>Enter the tonnages of material collected which have not been accounted for in any previous questions under the three options listed:</p> <ul style="list-style-type: none"> <li>• Municipal parks/ground waste collected through 'other' means for composting;</li> <li>• Waste collected in community skips; and</li> <li>• Other method of waste/material capture.</li> </ul> <p>The total tonnage collected by each scheme should be listed in the 'Tonnage' column. You also need to enter a tonnage for the proportion of this total tonnage that relates to household sources in the second column (Tonnage from household Sources). The non-household tonnage is calculated automatically in the third column when you save the question.</p> <p>Please enter notes in the comments section to indicate where/ how material has been collected.</p> <p><b>Guide to what is classed as household / non-household for this question:</b></p> <table> <tr> <th></th><th>Household (HH)</th><th>Non-household (non-HH)</th></tr> <tr> <td><b>Municipal parks and grounds (MPG) collected for composting</b></td><td>Green waste collected from grass verges at the side of the road. Dog faeces collected from street dog waste bins. Green waste from council houses maintained by the council.</td><td>Green waste collected from council-owned parks and grounds. Dog faeces collected in parks/grounds. Fly-tipped green waste.</td></tr> <tr> <td><b>Community skips</b></td><td>Recyclates and reuseables from skips located in residential areas for community use.</td><td>Recyclables from skips used to collect trade waste (e.g. from a skip located on an industrial estate).</td></tr> <tr> <td><b>Other</b></td><td>Recycling credits (household waste). Recyclates collected from schools.</td><td>Fly-tipped materials collected for recycling. Old wheelie bins collected for recycling.</td></tr> </table> <p>N.B: <b>No rubble or source-segregated construction and demolition waste should be reported in Qu18.</b> Please refer to <a href="#">"Rubble Reporting"</a> on the <a href="#">England Guidance</a> page of the WasteDataFlow website.</p>		Household (HH)	Non-household (non-HH)	<b>Municipal parks and grounds (MPG) collected for composting</b>	Green waste collected from grass verges at the side of the road. Dog faeces collected from street dog waste bins. Green waste from council houses maintained by the council.	Green waste collected from council-owned parks and grounds. Dog faeces collected in parks/grounds. Fly-tipped green waste.	<b>Community skips</b>	Recyclates and reuseables from skips located in residential areas for community use.	Recyclables from skips used to collect trade waste (e.g. from a skip located on an industrial estate).	<b>Other</b>	Recycling credits (household waste). Recyclates collected from schools.	Fly-tipped materials collected for recycling. Old wheelie bins collected for recycling.
	Household (HH)	Non-household (non-HH)												
<b>Municipal parks and grounds (MPG) collected for composting</b>	Green waste collected from grass verges at the side of the road. Dog faeces collected from street dog waste bins. Green waste from council houses maintained by the council.	Green waste collected from council-owned parks and grounds. Dog faeces collected in parks/grounds. Fly-tipped green waste.												
<b>Community skips</b>	Recyclates and reuseables from skips located in residential areas for community use.	Recyclables from skips used to collect trade waste (e.g. from a skip located on an industrial estate).												
<b>Other</b>	Recycling credits (household waste). Recyclates collected from schools.	Fly-tipped materials collected for recycling. Old wheelie bins collected for recycling.												

Question number / frequency / LA type	Question text	Guidance
		<p>Tonnages reported in the 'Municipal parks and grounds' row are recorded as Green garden waste in calculations for recycling rates and other metrics. Tonnages in the other two rows are recorded as Other materials.</p> <p><b>Street sweepings:</b> Street sweepings are classified as residual waste so must be reported in Qu23, <b>not</b> in Qu18. Information about the reason for this is given in the Environment Agency (EA) documents: "Recovery of Street Sweepings and Gully Emptying" and "Update – Recovery of Street Sweepings and Gully Emptyings", which can be found on the <a href="#">Archive</a> page of the WDF website. See the Qu23 entry in this guidance for details of how to report street sweepings.</p> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type. These tonnages should be split out into the individual material categories or recorded as Co-mingled materials going to a MRF for sorting in Qu100, as appropriate. Material that cannot be designated a specific material should be recorded as Other Materials with a comment in Qu100 to explain what this is made up of and why it cannot be recorded as a specific material.</p>
<p><b>Q023 / Quarterly / UA, WCA, WDA</b></p> <p><b>Household and non-household waste</b></p>	<p>Please provide details of other waste collected for disposal.</p>	<p>For each waste category: enter the tonnage of waste collected.</p> <p><b>Please note:</b> Only Welsh authorities are required to record the destination of residual waste in this question (via the 'Destination of Residual' drop-down box).</p> <p>Only include waste from collections carried out by, or on behalf of, your authority. Include waste transferred to other authority areas. Exclude waste imported to your authority. Do not include waste collected for reuse, recycling and composting, as these tonnages will have been captured in the recycling / reuse collected and sent questions.</p> <p>Please enter all tonnages which have been collected as residual waste and are being sent for disposal under the following household and non-household categories:</p>

Question number / frequency / LA type	Question text	Guidance	
		<b>Household</b>	<b>Non-household</b>
		Collected household waste: Regular Collection	Civic amenity site waste: Non Household (Do not include source-segregated construction and demolition waste in this category. See note on C&D waste below)
		Collected household waste: Street Cleaning	Collected non-household waste: Highways waste (See note below on the difference between gully emptyings and highways waste)
		<b>Household</b>	<b>Non-household</b>
		Collected household waste: Bulky Waste	Collected non-household waste: Construction and Demolition (For source-segregated C&D waste only. See note on C&D waste below)
		Collected household waste: Other (to be used for household material that does not fit into any other specified category)	Collected non-household waste: Grounds waste (Source-segregated soils from parks and grounds should be recorded in the C&D category and not the grounds waste category. See note on C&D waste below)
		Civic amenity site waste: Household (Do not include source-segregated construction and demolition waste in this category. See note on C&D waste below)	Collected non-household waste: Commercial and Industrial
		Collected gully emptyings (See note below on the difference between gully emptyings and highways waste)	Collected non-household waste: Other (For non-household material that does not fit into any other specified category)
		Separately collected healthcare waste	Beach cleansing
		Asbestos waste separately collected	Waste arising from clearance of fly-tipped materials (All fly-tipped materials collected for disposal, including fly-tipped asbestos, should be recorded here)
			Other collected waste (This should only be used if none of the other non-household categories are suitable).

Question number / frequency / LA type	Question text	Guidance
		<p><b>The Controlled Waste Regulations 1992</b> were updated in April 2012 and they reclassified waste collected from the following sources as commercial waste (previously household waste): domestic property used in provision of self-catering accommodation; caravan used as a business to provide self-catering accommodation; premises occupied by a charity and wholly/mainly used for charitable purposes; a campsite or a tent pitched on land other than a camp site; and a royal palace. Please ensure you are reporting these wastes in a non-household category. For full details, refer to the Controlled Waste Regulations on <a href="http://www.legislation.gov.uk">www.legislation.gov.uk</a></p> <p><b>For WDAs and WCAs:</b> For two-tier authorities (with a WDA and associated WCAs), Qu23 is the only question that replicates tonnages. The WDA needs to record the total residual waste tonnages from their WCAs as well as any waste they collect independently from their WCAs. The WCAs need to report all their collected residual waste tonnages.</p> <p><b>For WDAs and UAs:</b> Check that the total in Qu23 balances against the total residual tonnage input in Qu100. If the tonnage doesn't balance (e.g. due to stockpiling) please explain the reason for the imbalance in the comments.</p> <p><b>Back-allocation:</b> If recyclates are recovered during the processing of the residual waste, the WDA can "back-allocate" recyclates to their WCAs so they can be recorded in the WCA's return and they benefit from the materials being recycled/composted. When this process is used, the total tonnage collected (including materials later recovered) must be recorded in Qu23 by both the WCA and WDA. WCA reports only the recovered materials in their Qu100. <b>No construction and demolition waste should be back-allocated to and reported by WCAs</b> following the processing of their residual waste.</p> <p>For further guidance on back-allocation please refer to the guidance note GN63: <a href="#">"Qu100 Data Entry"</a> on the <a href="#">England guidance</a> page of the website.</p> <p><b>Segregated construction and demolition waste:</b> The following categories of waste are classified as falling within the definition of construction and demolition waste.</p> <ul style="list-style-type: none"> <li>■ Rubble</li> <li>■ Plasterboard</li> </ul>

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> <li>■ Soils</li> <li>■ Ceramics/tiles</li> <li>■ Asbestos</li> </ul> <p>All source-segregated construction and demolition waste tonnages (other than separately collected asbestos) should be reported under “Collected non-household waste: Construction and Demolition”. This includes rubble that is collected at CA sites. Separately collected asbestos tonnages should continue to be reported under “Asbestos Waste Separately Collected”. Fly tipped asbestos should continue to be reported under “Waste arising from fly tipped materials” or “Collected non household: other”. This is not considered a segregated C&amp;D waste stream.</p> <p>Soils which are collected as a segregated waste stream from municipal parks and grounds maintenance operations are considered as segregated construction and demolition waste. Therefore these soils should be reported in Qu23 against the Collected non-household waste: Construction and Demolition category.</p> <p><b>The difference between Gully emptyings and Highways waste:</b> “Gully emptyings” should include waste arising from sweeping gutters and gullies (by the edge of the road). Waste from emptying drainage pots under the Highways Act should be reported as “Highways Waste” as this is not household waste under the Communities and Local Government (CLG) guidance.</p> <p><b>Street sweepings:</b> Street sweepings are classified as residual waste. Information about the reason for this is given in the Environment Agency (EA) documents: “Recovery of Street Sweepings and Gully Emptying” and “Update – Recovery of Street Sweepings and Gully Emptyings”, which can be found on the <a href="#">Archive</a> page of the WDF website.</p> <p>Guidance on how to report street sweepings and gully waste is provided in the WDF guidance note GN19: <a href="#">“How to report street sweepings”</a> which covers various scenarios for collection and reporting of street sweepings/ gully emptyings and leaf waste collections.</p> <p><b>Key points regarding the reporting of street sweepings and gully emptyings:</b></p>

Question number / frequency / LA type	Question text	Guidance
		<ul style="list-style-type: none"> <li>• ALL local authorities need to confirm whether their street sweepings, gully waste and dedicated leaf collections have undergone a biological or mechanical treatment process to separate out the materials, if they have not then this would not be classified as recycling.</li> <li>• All UA/WDA should record street sweepings/gully waste which has either been sent for disposal or undergone a mechanical or biological treatment process under Qu23 (as street sweepings are classed as residual waste). Where material is sent for processing to extract recyclable material it should then be recorded in Qu100 against the relevant Facility/ process type.</li> <li>• WCAs should record the recyclate extracted during the treatment of street sweepings under a Material from WDA node in Qu100 (if back-allocated from the WDA). Please refer to the GN63 <a href="#">Question 100 Data Entry</a> guidance document on how to record back-allocation in Qu100.</li> <li>• Destination and use – all UA/WDAs and WCAs need to confirm that organic and aggregate (grit) material from their street sweepings, gully waste and dedicated leaf collections are not being sold to non-waste facilities and any organic waste is not used on agricultural land.</li> <li>• All local authorities need to record their tonnages under the appropriate categories in Qu23: <ul style="list-style-type: none"> <li>o Collected Household Waste: Street Cleaning (street sweepings)</li> <li>o Collected household waste: Gully emptying; (see description above)</li> <li>o Collected non-Household waste: Highways (see description above)</li> </ul> </li> </ul>
<b>Q025 / Quarterly / UA, WCA, WDA</b>	How many abandoned vehicles were disposed of by your authority and what percentage was recycled?	<p>Enter the number, tonnage and percentage recycled rate of abandoned vehicles for which your authority had responsibility for ultimate disposal of during this reporting period.</p> <p>Only vehicles (as per the Refuse Disposal Act 1978) that are actually removed and destroyed by the local authority or its agents should be reported. The figures should not relate to the number of reports received or the number of reports that are investigated. Please note that the figure should not include those vehicles that are removed but subsequently collected by the owner.</p>

Question number / frequency / LA type	Question text	Guidance
		<p>End of Life Vehicles should not be included here unless they are collected due to being abandoned. The percentage recycled should be obtained from the dismantler. If the actual weight of the vehicle is not known, a conversion factor of 1 tonne per vehicle may be used.</p> <p>Two-tier authorities should liaise to ensure that double-counting does not occur here. The authority who has responsibility for disposal should submit the data. In two-tier areas this is the WDA, but often the WDA contracts responsibility for collection and disposal to their WCAs. In this case, the WCA should complete this question. The key point is that there should be no double-counting or gaps between the WCA-WDA returns; each WDA is responsible for ensuring there is consistency of data entry across their area. It would be useful for local authorities to include a comment in this question to confirm the agreed reporting process between the WCA/WDA.</p>
<b>Q026 / Quarterly / UA, WCA, WDA</b>	How many fridges/freezers were disposed of by your authority?	<p>Enter the number of fridges/freezers for which your authority had responsibility for ultimate disposal of during this reporting period. Note that this question is an independent question from other questions relating to fridges/freezers.</p> <p>Two-tier authorities should liaise to ensure double-counting does not occur. As the question refers to ultimate disposal it will usually be the WDA that completes this question. It would be useful for local authorities to include a comment in this question to confirm the agreed reporting process between the WCA/WDA.</p>
<b>Q033 / Quarterly / UA, WCA</b>  <b>Household waste</b>	Tonnes of materials collected at bring sites operated by voluntary / community sector	<p>This question captures material collected at bring sites operated by the voluntary / community sector. Examples of organisations relevant to this question are Oxfam and British Heart Foundation, which have provided your authority with details of materials collected at bring sites in your area.</p> <p>Enter tonnage data for each material type using the headings provided, namely Tonnage Collected for recycling, Tonnage collected for recycling but rejected/disposed, Tonnage collected for reuse and Tonnage collected for reuse but actually rejected/disposed. You are also asked to enter the number of Bring Sites for each material type under the heading: Number of voluntary/private bring sites by material type.</p> <p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials”</p>

Question number / frequency / LA type	Question text	Guidance
		<p>function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want adding to or removing from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p><b>Key considerations when entering data into Qu33:</b></p> <ul style="list-style-type: none"> <li>■ Adding together the number of bring sites reported within this question will not equal the total number of bring sites in your authority's area – this should be recorded in Qu15a.</li> <li>■ Rejects entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu33 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<b>Q034 /</b> <b>Quarterly /</b> <b>UA, WCA</b>  <b>Household</b> <b>waste</b>	Tonnes of material collected for recycling at street recycling bins	<p>Street recycling bins are receptacles located in town centres, parks and pedestrian footpaths that are designated for the collection of dry recyclables. These are therefore different to the larger bring banks.</p> <p>In this question enter tonnage data for each material type using the headings provided, namely Tonnage collected for recycling, Tonnage collected for recycling but actually rejected/disposed, Tonnage collected for reuse and Tonnage collected for reuse but actually rejected/disposed. You are also asked to enter the number of segregated Street Recycling Bins for each material type under the heading: No of segregated litter bins by material type.</p> <p>The default list of materials that appears is your “My Materials”. This is a list of your collected materials (in Questions 10, 11, 12, 14, 16, 17, 33, 34) that you can create in WasteDataFlow to simplify data entry. There is also a “Show All Materials” function. Pressing this button reveals the full list of materials that are available to enter tonnages against. You can condense this material list to the materials your authority collects (“My Materials”) by navigating to the “Management” tab on the top</p>

Question number / frequency / LA type	Question text	Guidance
		<p>toolbar and selecting “Material Lists” from the drop-down menu. Check or uncheck the boxes next to the materials you want adding to or removing from your condensed list and then select “Save” at the bottom of the screen. When you navigate back to the collection question the default material list is the “My Materials” list that you have created. You can switch back to “Show All Materials” at any time.</p> <p><b>Key considerations when entering data into Qu34:</b></p> <ul style="list-style-type: none"> <li>■ If there is one bin segregated into multiple material segments, count this once for each material type.</li> <li>■ Rejects entered here should not be recorded elsewhere on your return. Tonnages reported as rejects in Qu34 are assumed to have been sent to landfill for the purposes of calculating recycling rates and other metrics.</li> </ul> <p><b>Where to record the recycling/reuse destination tonnages?</b> Please record the destination tonnages in Qu100 under the appropriate Facility / process type.</p>
<b>Q100 / Quarterly / UA, WCA, WDA</b>  <b>Household and non-household waste</b>	<p>This question is used to record waste sent for treatment or disposal. The end of each route must be the point the waste becomes a resource, or landfill. The question can be used for all waste streams, but usage differs by country.</p>	<p><b>Note: this question was rolled out in phases for use by English local authorities during 2014-15 and from Quarter 1 (April-June) 2015-16 all English local authorities use Qu100 in place of the disposal and treatment questions.</b></p> <p>Qu100 provides a structure to allow local authorities to record all their disposal and treatment activities (i.e. anything which happens to the waste following its collection) in one place. Question 100 has replaced the following questions: 19, 19a, 35 &amp; 51-65 and the optional questions 69 &amp; 70 for English local authorities.</p> <p>Question 100 allows users to build up a flow diagram to better represent the movement of material between its various treatment and processing points to its ultimate end destination. This structure is referred to as the Question 100 “tree”. The tree can be loaded from a previous month, retaining all the treatment type and facility location information, with just the tonnage information and comments needing to be updated. As treatment methods and routes change, these sections or “branches” of the tree can be altered, added or removed without the need to start a new tree.</p>

Question number / frequency / LA type	Question text	Guidance
		For more information, please refer to the following guidance documents: GN63 <a href="#">Question 100 Data Entry</a> and GN62a: <a href="#">How to use the Validation Spreadsheet</a> .

**Appendix 1 Annual Return Questions (Optional)**

Table 3. Annual return questions list

<i>Question type</i>	<i>Question number</i>	<i>Question frequency</i>	<i>Question text</i>	<i>Authority type required to complete the question</i>		
				<i>Unitary Authority</i>	<i>Waste Collection Authority</i>	<i>Waste Disposal Authority</i>
Waste Collection Infrastructure	Q003	Annual (optional)	How many of the following types of premise received a regular waste collection service?	Yes	Yes	No
Waste Collection Infrastructure	Q008	Annual (optional)	How many households participated in Kerbside dry recyclable and green waste collection schemes?	Yes	Yes	No
Financial information	Q031	Annual (optional)	What was the net cost of waste collection	Yes	Yes	Yes
Financial information	Q032	Annual (optional)	What was the net cost of waste disposal	Yes	Yes	Yes

Table 4. Guidance on completing annual return questions.

Question	Question text	Guidance
<b>Q003 / Annual (optional) / UA, WCA, WDA</b>	How many of the following types of premise received a regular waste collection service?	<p>Only properties serviced by, or on behalf of your local authority should be entered here (not necessarily the total number in your authority's area).</p> <p><b>Important Note</b> – Until the end of the 2007-08 reporting year English local authorities were required to submit this data by 30th June of the relevant reporting year because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p>
<b>Q008 / Annual (optional) / UA, WCA</b>	How many households participated in Kerbside dry recyclable and green waste collection schemes?	<p>Enter the number of households served by, and participating in, each scheme. The participation rate measures the proportion of households that take part in a kerbside scheme. Because not all households set out materials every time, it is important to measure participation over more than one collection opportunity. Normally three consecutive collections should be monitored. The only exception to this is where collections occur monthly or less frequently when monitoring timescales may mean data are required sooner; in such cases two consecutive collections will suffice. For more information <a href="#">see WRAP (2010) “Improving the Performance of Waste Diversion Schemes: A Good Practice Guide to Monitoring and Evaluation”</a>.</p> <p>The organisation box is where the Scheme Name should be placed. To populate your Scheme Name please contact the WasteDataFlow helpdesk and provide the Scheme Name details you wish to add. A member of the WasteDataFlow team will then populate the question with this information.</p> <p><b>Important Note</b> – Until the end of the 2007-08 reporting year English local authorities were required to submit this data by 30th June of the relevant reporting year because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p>

Question	Question text	Guidance
<b>Q031 / Annual optional / UA, WCA, WDA</b>	What was the net cost of waste collection?	<p><b>Important Note</b> – Until the end of the 2007-08 reporting year English LA were required to submit this data by 30th June of the relevant reporting year because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p> <p><b>If you choose to complete this question...</b> Questions 31 and 32 ask authorities for financial data which cover waste collection and disposal costs. The data entered in Qu31 and 32 should be on the same basis as the data returned to Communities and Local Government (CLG) (now the Department for Levelling up, Housing and Communities) via Revenue Outturn form RO5 which relates to Cultural Environmental Planning.</p> <p>In many local authorities it will be the finance officer which completes the RO5 forms and should be able to provide you with the information you need.</p>
<b>Q032 / Annual optional / UA, WCA, WDA</b>	What was the net cost of waste disposal?	<p><b>Important Note</b> – Until the end of the 2007-08 reporting year English LAs were required to submit this data by 30th June of the relevant reporting year because this data was used to calculate Best Value Performance Indicators (BVPIs). As BVPIs are no longer reported at a national level, local authorities in England are no longer required to submit this data to WasteDataFlow.</p> <p>If an LA does submit this data, this financial information is in the WasteDataFlow system for use in calculating the BVPIs etc. alongside the relevant tonnage data. However, this financial data will not have been verified or validated by WasteDataFlow.</p> <p><b>If you choose to complete this question...</b> Questions 31 and 32 ask authorities for financial data which cover waste collection and disposal costs. The data entered in Qu31 and Qu32 should be on the same basis as the data returned to Communities and Local Government (CLG) (now the Department for Levelling up, Housing and Communities) via Revenue Outturn form RO5 which relates to Cultural Environmental Planning.</p> <p>In many local authorities it will be the finance officer which completes the RO5 forms and should be able to provide you with the information you need.</p>