**Flats above shops (FLASH) –  
checklist for on-street placement of food waste bins**

In line with the Mayor’s Transport Strategy and its commitment to a Healthy Streets Approach – which is reflected in the ambitions shown by boroughs – TfL encourage boroughs to find ways to minimise the impact of any new food waste bins on pedestrian space through innovative and coordinated approaches. For example, locating new bins in line with existing street furniture or considering parklets or footway build outs, and taking the opportunity to declutter any obsolete street furniture.

This document is designed to help you conduct your site visits and help identify suitable locations for additional infrastructure.

**Things to take with you**

* Map with flats above shops (FLASH) on them (addresses/number FLASH per building)
* Tape measure
* Label photos as you go (usually edit photo – add text)

**Infrastructure checks**

* Check the rear or side streets to see if flats have been issued bins.
* Check whether any purpose built flats have bins or if they need to be included in your ‘FLASH’ service.

**Resident access**

* Ensure that any proposed infrastructure is within **30m** from residents’ access where possible.
* Check where residents’ front doors/access is – these may be on side streets or behind shops which may dictate placement (e.g. placing items on side streets instead of main routes).

**Collection/operational access**

* Mark down any current collection spots – pavement staining will be an indication of these.
* Mark any parking/loading spaces/bus stops/shelters along the road. For parking and loading spaces, check that your bin placement won’t impede vehicle doors from opening.
* Note down any roadworks being undertaken (includes pavement works / gas works) – this is to check in with delivery roadworks teams and understand completion dates as this may affect your delivery dates
* Note down any cycle lanes / zigzags / pedestrian crossings / any other ‘no stopping’ points – and whether cycle lanes have bollards. This information will be needed for your operations teams.

**Signage and communications**

* Mark down which lampposts you intend to use for new waste signage. The lamppost may have a name or number on it. Mark this down as this may need to be passed back to Highways/TfL for installation approval.
* Mark down the condition of any existing waste signage on lampposts / community boards etc. –is the information still correct / legible / fit for purpose? Can any signs be removed if the lamppost is cluttered?
* Can waste signage be mounted on the lamppost at the absolute minimum height of **2.1m (preferred height 2.4m)**
* Measure the circumference of the lamppost at the point where your signage will be mounted – you will need these measurements when you order your signs.
* Are there bollards at the end of each section? Can they be used for temporary promotional wraps? If yes, take the bollard measurements and mark its location.
* Mark down the location of any community notice boards (e.g. outside or inside supermarkets) and/or the name of any libraries or any other buildings (e.g. community centres) which could act as information hubs.

**Pavement widths and footway zones**

* Measure the pavement width for each section. Check if there is a ‘business’ line demarcation – the pavement will likely look different e.g. it could be indicated by a series of studs inset in the pavement or a different choice of surfacing materials. This indicates that the pavement is in private ownership or control, for instance it may be owned by that business/block of businesses. If yes, measure the pavement from that line to 0.45m from the kerb edge. Otherwise, measure from the building to 0.**45m** from the kerb edge.
* **On Red Routes**: on wider footways, new bins should not reduce the width of the ‘footway clear zone’ below the preferred minimum width of **2m**. If the placement of new bins would reduce a below 2m 'footway clear zone' on a Red Route, then boroughs are asked to contact TfL.
* **On borough roads**: new bins should not reduce the width of the footway clear zone below the stated minimums in any borough-level street design guidance. Please note that the DfT’s Inclusive Mobility guidance recommends a **2m** width as the minimum under normal circumstances as this allows two wheelchair users to pass. If this is not feasible due to physical constraints, a **1.5m** width is the minimum acceptable under most circumstances, as it enables a wheelchair user and a walker to pass each other. The absolute minimum width should be **1m**, but the maximum length of such a restricted space should be 6 metres.

**Pavement condition**

* Check for cracks in the paving slabs / uneven pavements (look out for tree roots which may raise the pavement over time).
* Check for any service hatches – ensure that lamppost access isn’t going to be blocked (e.g. aim to place items the opposite side from where the lamppost access is)
* Check what material the pavement is made from (e.g. paving slabs / tarmac). This information will be needed when exploring appropriate floor markings or when needing to secure items (different bolts may be needed depending on pavement type). Some paving is also made from specialist materials, meaning items can’t be placed on them.

**On street furniture and pop up markets**

* Ensure that your infrastructure will fit next to and not impede access to any other bins, benches, cycle racks or e-bike parking spots.
* Mark down any market stall locations – there will likely be painted ‘market pitch’ squares on the pavement edge or road or signage on lampposts advertising market days.

**Planning the position of new on-street food waste bins**

* Ensure that placements are in line with other street furniture, e.g. may be positioned adjacent to seating, and should not cause a new obstruction on the footway.
* Bins should not constrain access to adjacent properties.
* Bins should not obstruct visibility.
* Bins should be freestanding (not wall-mounted).
* If no solution exists for an on street bin, TfL have asked that consideration be given to innovative solutions for accommodating bins e.g. parklets or footway build-outs to accommodate the new bins, potentially by conversion of on-street parking spaces.

**Supporting documents:**

**Bin placement**: see [***TfL Streetscape Guidance 2022***](https://content.tfl.gov.uk/streetscape-guidance-2022-revision-2.pdf)*(Part E for bin placement guidance)*

**Minimum pavement widths (check with Highways and see following DfT guidance):** see[*Inclusive Mobility A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure 2021 I*](https://assets.publishing.service.gov.uk/media/61d32bb7d3bf7f1f72b5ffd2/inclusive-mobility-a-guide-to-best-practice-on-access-to-pedestrian-and-transport-infrastructure.pdf)  
*“Footways and footpaths should be made as wide as is practicable, but under normal circumstances, a width of 2000mm is the minimum that should be provided, as this allows enough space for two wheelchair users to pass, even if they are using larger electric mobility scooters. If this is not feasible due to physical constraints, then a minimum width of 1500mm could be regarded as the minimum acceptable under most circumstances, as this should enable a wheelchair user and a walker to pass each other. Where there is an obstacle, such as lamp columns, sign posts or electric vehicle charging points, the absolute minimum width should be 1000mm, but the maximum length of such a restricted space should be 6 metres”*

**Signage heights**: see [TfL Streetscape Guidance 2022](https://content.tfl.gov.uk/streetscape-guidance-2022-revision-2.pdf) and [London Cycling Design Standards](https://content.tfl.gov.uk/lcds-chapter6-signsandmarkings.pdf):  
  
*“In general, any sign likely to be a hazard to pedestrians should be mounted at a minimum height of 2.1 metres to the underside. A minimum of 2.3 metres is required where cyclists can cycle beneath them. For wall or bollard mounting, heights of between 0.8 metres and 1.5 metres are preferred”*

**Resident carry distances:** *see*[***Building Regulations 2010 (Approved Document H):***](https://www.gov.uk/government/publications/drainage-and-waste-disposal-approved-document-h)*30m carry distance for residents*