

# Guidance on ashtrays and bins for smokefree Leeds:

We want Leeds' streets and public spaces to be clean, safe places we can all enjoy so we are working hard to combat any potential rise in litter following the move to a smokefree Leeds on the 1<sup>st</sup> of July.

“We are reminding everyone that it is an offence to drop litter and this includes cigarette ends.

**To businesses: We are recommending that you have provisions for smoking related litter for staff and customers and take reasonable steps to prevent litter accumulating outside your business. Here are some guidelines for businesses on ashtray and bins:**

- It is recommended that you chose a moveable ashtray/bin that can be taken inside during out of hours. This will avoid the need to apply for planning permission.
- The ashtray/bin should be located at the backline if on the highway with at least 1.8m walkway to avoid obstructions to pedestrians.
- The bins should not be overtly used for advertising.
- If you need a permanently fixed ashtray it should be flush to the wall of the business. It should not protrude on to the highway to avoid pedestrians bumping in to it. Any liabilities arising from misuse or accidents with the ashtray/bin will be the responsibility of the business.
- If the building is listed or the ashtray/bin will significantly alter the appearance of the building, planning permission will be required.
- If you are considering creating a permanent outside structure on your premises for smokers to use, planning permission will likely be required. No structures will be allowed on the public highway.
- When purchasing bins it is recommended that you consider a design that is easy to maintain and empty.
- Cigarette bins should be emptied as needed into the general waste bin. Please ensure there are no embers when emptying.
- **Please see [www.encams.org](http://www.encams.org) for discounted bins and personal ashtrays.**