

March 2025

**Counsel's Chambers Limited provides the following rubbish and recycling services in Wentworth & Selborne Chambers, Lockhart Chambers and Windeyer Chambers:**

General rubbish collection + Paper & cardboard recycling

In Chambers, Receptions and Kitchens, each Floor should have available separate bins for general rubbish and paper recycling. The Floor's cleaner collects the contents of these bins every evening for collection by CCL's rubbish and recycling service. CCL provide the plastic bags for this service, black plastic bags for general rubbish and **blue plastic bags for paper recycling**.

*(This service is not available in Windeyer Chambers)*

The procedure for dispensing garbage and recycling bags:

- Bags must be ordered via the Portal. A box, or bundle, of bags will be delivered by CCL Staff.
- Cleaners should notify you when more bags are needed, so you or your staff can place an order via the [Members Portal](#).
- Floor Cleaners should not directly approach CCL Cleaners for more bags.
- Bags provided by CCL are only for use on the designated Floor.

For general waste each box contains 250 bags, enough for 4 months on a half Floor and 2 months for a full Floor. Usage is monitored, and a cap may be applied for excessive use.

Glass, Plastic & Aluminium

In the kitchen on each floor, a bin specifically for glass and plastic bottles and aluminium cans should be provided, which is emptied by the Floor's cleaner and taken away for recycling. When disposing of glass, plastic or aluminium please use the correct bin provided to ensure that the material is correctly recycled. CCL provide the plastic bags for this service, **clear plastic bags are used for glass, plastic & aluminium recycling**. All bottles must be rinsed properly before recycling.

*(This service is not available in Windeyer Chambers)*

Bins for rubbish and bins for paper recycling

A limited number of bins are available for collection from CCL offices on a daily basis. These bins are for either general rubbish (**green bins**) or paper recycling (**blue bins**).

The bins may be ordered in advance by raising a work order, we will notify you when the bin is available and ready for collection at CCL's office. The bin must be returned to the office by the end of the day. **CCL does not provide a pick up and collection service. Pick up and collection needs to be arranged by Floor/Members independently of CCL staff and/or its Contractors.**

### Secure disposal of documents

CCL offers a service for the secure disposal of documents. The service is provided by an independent secure document disposal company, and uses secure bins to transport documents off site to be destroyed.

These bins are usually readily available for use by members, and if you would like to order a secure bin for the secure disposal of documents please raise a work order. The bins must be collected and returned to CCL's office. There are costs associated with this service, please contact our office for further information or to order a secure bin. **CCL does not provide a pick up and collection service. Pick up and collection needs to be arranged by Floor/Members independently of CCL staff and/or its Contractors.**

### Other disposal & recycling services

CCL has separate disposal & recycling bins for printer cartridges, mobile phones, small E-waste items, medical waste, light globes and used batteries. These are all available at CCL's offices on Level 1 of Selborne Chambers.

### Furniture, large E-Waste and large item disposal

CCL arranges a collection service twice annually. Most items are collected, with the exception of building materials, paint, chemicals, cleaning products and hazardous materials. Circulars are sent as reminders prior to collection.

For further information, please contact the [Maintenance Team](#).