



**"Waste Reduction and Recycling Charter" - Application Guidelines**  
*(Applicable to Private Residential Estates/ Buildings)*

## **1 About the "Waste Reduction and Recycling Charter"**

- 1.1 To help residents of private residential premises foster a habit of source separation of waste and ensure proper handling of recyclables collected, the Environmental Protection Department (EPD) launched the "Waste Reduction and Recycling Charter" for private residential premises with a view to enhancing residents' awareness and development of habits in recycling.
- 1.2 When signing the "Waste Reduction and Recycling Charter", property management companies/owners' corporations/residents' organisations of private residential premises must commit to providing recycling facilities at locations convenient for residents in the premises, assisting and encouraging residents to practise source separation and clean recycling of various types of common recyclables, including paper, metals, plastics, glass containers, beverage cartons and food waste, etc., properly handing them over to reliable recyclers for processing; keeping collection and transportation records of recyclable, and publishing quarterly recycling data regularly to residents to enhance recycling management performance.
- 1.3 In addition to property management companies/owners' corporations/residents' organisations, security companies and cleansing service companies of private residential premises can also apply to the EPD to sign the "Waste Reduction and Recycling Charter" on behalf of their premises after obtaining the consent from the relevant residents' organisations.
- 1.4 The EPD also accepts applications from operating organisations or representatives of other private residential premises, including transitional housing projects, Tenants Purchase Scheme estates and other subsidised housing estates, to sign the "Waste Reduction and Recycling Charter".
- 1.5 Upon receipt of the application, the EPD will assess the eligibility of the premises' conditions (see Part 2 below) and provide appropriate technical support to those premises in need.
- 1.6 The EPD will publish on website the participation list of "Waste Reduction and Recycling Charter".
- 1.7 Participants of the "Waste Reduction and Recycling Charter" will receive certificates and stickers for display at the lobbies of residential buildings.

## **2. Conditions of Participation**

- 2.1 Participating private residential premises must, as far as possible, provide at least one set of recycling bins for each residential building at a convenient location for residents to practise recycling, such as near the entrance and exit of the building.
- 2.2 Each set of the recycling bins must include collection of at least six types of recyclable, including paper, metals, plastics, glass containers, beverage cartons and food waste (traditional or smart food waste bins are acceptable). However, for single-block buildings in which installation of food waste bins is not feasible due to limited common area, the private residential premises can arrange to collect the other five types of recyclables.
- 2.3 Applicants who are applying for Domestic Food Waste Recycling Schemes such as “Pilot Scheme for Food Waste Smart Recycling Bins in Private Housing Estates”, “Supporting Residential Buildings in Adopting Smart Bins Technology in Food Waste Collection and Recycling” and “Pilot Scheme on Food Waste Collection” can arrange to recycle the other five types of recyclables until the food waste recycling bins are installed.
- 2.4 Applicants must arrange for reliable recyclers to handle the various types of recyclables properly (referred to item 2.2) or may also take the recyclables to the Green@Community (except food waste). The applicants must submit supporting documents, such as the latest recycling collection record or receipt issued by the recycler or operator of Green@Community, to EPD for inspection every three months.
- 2.5 If the applicants have not set up the recycling facilities mentioned in item 2.2 above in their premises, or have not arranged reliable recyclers for various types of recyclables, they can contact the Green Outreach Team of the EPD (email: [enquiry@epd.gov.hk](mailto:enquiry@epd.gov.hk); Tel: 2838 3111) for technical support on waste reduction and recycling, including application for free recycling bins, provision of relevant recycling bin suppliers, collection services for recyclables, promotional and educational information on clean recycling, co-organising waste reduction and recycling promotion activities, etc.

## **3. Application Methods**

### **3.1 Step 1: Submit the application**

- Please complete the application form (Appendix) and submit it together with the supporting documents listed in Part B (II) of the application form to the Waste Reduction and Resources Circulation Office of the EPD (email: [recyclingcharter@epd.gov.hk](mailto:recyclingcharter@epd.gov.hk); fax: 3153 2529 ).
- Please note that all parts of Part A and B (including items I, II, and III) of the application form and the declaration must be completed. Please indicate "Not Applicable" for the irrelevant item or information that cannot be provided.

- When submitting the application, please indicate "**Application to sign the "Waste Reduction and Recycling Charter"** in the title.
- Applicants will receive confirmation emails when their applications are approved.

### **Step 2: Submit recycling reports regularly**

- Applicants must submit to the EPD once every three months the collection records or receipts issued by the recyclers to prove the collection and proper handover of various types of recyclables from the premises, such as paper, metals, plastics, glass containers, and beverage cartons, food waste and other reusable/recyclable materials. Relevant records or receipts must be sent by email or fax (email: [recyclingcharter@epd.gov.hk](mailto:recyclingcharter@epd.gov.hk); fax: 3153 2529) to the Waste Reduction and Resources Circulation Office of the EPD within the first three weeks of each quarter after successfully signing the charter (e.g. Applicants who join the charter in July are required to submit records or receipts within the first three weeks of October).
- When submitting the application, please indicate in the title "**Waste Reduction and Recycling Charter": Recycling Collection Record (Name of Residential Premises, Month/Year)"** (for example: "Waste Reduction and Recycling Charter": Recycling Collection Record (Excellence Garden, 8/2024)).

3.2 Applicants must ensure that the submitted information are complete and accurate. The EPD is not responsible for requesting additional information from the applicant.

3.3 Applicants must provide any additional and/or supplementary information required for processing the applications at the EPD's request, or the Department will not be able to process their applications.

3.4 Applicants who wish to change the information on the application forms must notify the EPD by email or fax, specify the effective date and submit relevant supporting documents (if applicable) for processing (email: [recyclingcharter@epd.gov.hk](mailto:recyclingcharter@epd.gov.hk); fax: 3153 2529).

3.5 Applications are submitted based on each housing estate or building, and duplicate applications will not be processed. The EPD reserves all rights, including the right to revoke any approval to participate in the "Waste Reduction and Recycling Charter".

## **4. Statement on collection of personal data**

### **4.1 Purpose of collection**

The Environmental Protection Department and relevant government departments will use the personal data and other relevant information provided in the application forms to process the application. Applicants can decide whether to provide personal data and other relevant information in the application forms or apply to the Environmental Protection Department to keep some of the information confidential and not make it public. However, the applications may not be processed without sufficient and correct information.

## 4.2 Public information

The EPD may file the application forms and supporting documents and may also compile the personal data and other relevant information provided in the application forms into a list/directory of participating private residential premises in the “Waste Reduction and Recycling Charter” for public inspection. The submitted information may also be handed over to other departments/organisations/persons for verification or application-related purposes.

## 4.3 Access to personal data

According to the Personal Data (Privacy) Ordinance (Cap. 486), applicants have the right to request access to and correct the personal and other relevant information provided. Such requests should be made in writing to the EPD.

## **5 Contact us**

5.1 Please contact us for any enquiries through the following methods:

Tel.: 2838 3111

Fax: 3153 2529

Email: [recyclingcharter@epd.gov.hk](mailto:recyclingcharter@epd.gov.hk)