**Template letter for new tenants.**

Dear Resident,

Welcome to your new home. St Albans City & District Council is responsible for collecting your household domestic waste, which is collected by their partner Veolia.

To help you recycle as much as possible we have enclosed a leaflet explaining what materials go in each bin.

If you produce any waste that you cannot put in the bins provided please dispose of it as advised in the leaflet. **Please do not leave any waste by your communal bins, put it outside the property hoping someone will collect it, or dump it beside a litter bin - this is illegal.**

If you move out of the property at a later date please ensure you have taken adequate steps for the removal or disposal of any waste.

Your bins are located ………………………………………………………………

If you allow your waste to become a hazard, a nuisance, or affect the environment, you could be issued with a community protection notice. If you breach this notice you may receive a fixed penalty notice of £100. If you dump any of your waste away from where you live you could receive a fixed penalty notice for fly-tipping of £400.

Thank you for recycling and disposing of your waste responsibly.

For more information about waste and recycling please visit: [www.stalbans.gov.uk/recycling](http://www.stalbans.gov.uk/recycling)

Kind regards,