

Appendix 1

Provided by Carolyn Moss, Business Officer, Waste Management –
Carolyn.moss@leeds.gov.uk



The poster features a green background with holly leaves and berries in the top corners. The title 'CHRISTMAS BIN COLLECTIONS' is in large white letters, with the dates '24 December – 6 January' below it. A central table provides the collection schedule. To the right, a green circle contains a trash bin icon and text about the 'Leeds Bins app'. At the bottom right, there are illustrations of a green recycling bin and a black general waste bin. The website 'www.leeds.gov.uk/xmasbins' is at the bottom left.

If your normal bin day is...	Your Christmas collection days and dates will be...	
Monday	Sunday 23 December	Monday 31 December
Tuesday	Monday 24 December	Wednesday 2 January
Wednesday	Thursday 27 December	Thursday 3 January
Thursday	Friday 28 December	Friday 4 January
Friday	Saturday 29 December	Saturday 5 January
Saturday	Sunday 30 December	Sunday 6 January

www.leeds.gov.uk/xmasbins

Download the handy **Leeds Bins app**

Approach

- An A5 postcard will be going out to inform residents of bin collection dates over the Christmas and New Year period. These are going to be sent to all households (excluding those on communal collections), starting w/c 19 November
- There will also be posters and A6 pull off pads being distributed to over 600 community buildings, as well as press work, social media and website campaigns, digital screens and roadshows

Key messages

- Bin collections will continue as normal up until and including Saturday 22 December
- A revised schedule will be in place for the two week period between Christmas Eve – Monday 24 December and Saturday 5 January
- During the revised schedule, bins will be emptied one day earlier or later than normal, with the exception of New Year's Eve – Monday 31 December – when collections will take place on the usual scheduled day
- The usual service will resume from Monday 7 January

Call to action

I would be grateful if you could share this message widely and encourage people to:

- download the [Leeds Bins app](#) so they can receive collection day reminders straight to their phone
- visit www.leeds.gov.uk/xmasbins for handy hints on how to reduce, reuse and recycle common items generated around the home during the festive period, such as greetings cards, wrapping paper and food waste
- like, re-tweet and share festive messaging from the RecycleForLeeds Facebook and Twitter accounts