

Preventing Cigarette Litter

Guidelines for District Councils

Department of the Environment

Preventing Cigarette Litter

Introduction

1. Cigarette litter is Northern Ireland's most common type of litter, being present on 80% of its streets. Littered cigarette butts are harmful to the environment, they are time consuming and costly to clean-up and they do not look good. Whilst efforts are being made to reduce the problem, for example, by advertisements in the local press, following the introduction of the smoke-free legislation in Northern Ireland in April 2007, smoking-related litter has risen in many places, as smokers are now required to move outside their workplace/places of entertainment to smoke.
2. These guidelines have been developed by the Department of the Environment to provide guidance and information about cigarette litter prevention. They are aimed at district councils to help them contain and reduce cigarette litter on their land and provide guidance on forming partnerships with businesses and retailers in their area. It also encompasses education, enforcement and cleansing.
3. The guidelines below provide advice about how to reduce and prevent cigarette litter, based on international and local experience. They are: -
 - Ashtrays – choose the right ashtray to suit your context and needs;
 - Signage – provide clear, consistent anti-littering signage;
 - Cleansing – clean up littered cigarette ends;
 - Partnerships – work with local organisations;
 - Leadership – walk the talk and be a leader in your community;
 - Educate – change the cigarette littering behaviour of smokers; and

- Enforcement – use the legislation and powers available where appropriate.

Ashtrays – Choose the right ashtray

4. Ashtrays are an integral part of a sustainable solution to reducing cigarette litter. Ultimately, if all smokers used an ashtray then there would not be a cigarette litter problem. However, smokers will often cite a lack of ashtrays as a reason for littering cigarette ends.
5. Littering hotspots can be identified through analysis of local datasets, such as those completed by Tidy Northern Ireland, and will help inform decisions on the placement and frequency of bins. It is advisable to review the current number and placement of bins in your area to ensure that there is adequate provision in areas of high footfall, particularly outside pubs, clubs and offices. Research suggests that people will not walk more than 12 metres to dispose of their cigarette litter. This may be worth considering when installing new ashtrays.
6. Research carried out has also shown that smokers are very fearful of setting general litter bins alight and prefer a dedicated cigarette bin to dispose of their cigarette ends. Their preference is for a dedicated cigarette bin that is: -
 - Large enough to hold a high volume of cigarette ends;
 - Easy to clean and use, with large holes to insert the cigarette end; and
 - Clear signage that indicates it is for cigarette ends.
7. While it would be impossible to place ashtrays everywhere, you can help maximise the use of new (and old) ashtrays by choosing the right type of ashtray to suit your context. The placement, design and visibility of your ashtray can all influence whether it is used or not.

Placement

8. There are a number of common cigarette litter hotspots where an ashtray could be installed. However, as there are so many types of ashtrays (wall mounted, post mounted, litter bin mounted, free standing, windproof, vehicle ashtrays and portable ashtrays) it can sometimes be difficult to choose the most suitable one for the needs of the area.
9. Here are some suggestions for choosing the right type of ashtray in common litter hotspots: -

Transition points (e.g. transport interchanges, office/warehouse entrances and pub/hotel entrances) – Wall mounted ashtrays are useful at transition points such as the entrance to buildings and dedicated smoking areas. Consider the height of your installation if ashtrays are wall or post mounted. Portable freestanding ashtrays are a good choice for some buildings/designated smoking areas where a permanent ashtray cannot be installed (sometimes this is the case if a building is listed under planning legislation – see paragraphs 17 and 18 below for more information). Free standing ashtrays that are low to the ground (such as buckets) are not ideal, as many smokers will attempt and fail to throw their cigarette litter in the receptacle, meaning that a greater proportion ends up being littered around the base of the ashtray.

Pedestrian areas (e.g. open-air shopping malls) – Post mounted ashtrays are useful in areas of high footfall, such as open-air pedestrian shopping malls. Adding an ashtray or a stub plate to a public place litter bin can be useful because they are already identified by the community as disposal areas for other types of litter, though do consider the research that shows smokers prefer dedicated bins. However, try to ensure that the ashtray/stub plate is highly recognisable so that the ashtray is not filled with other types of litter. Also, a recognisable stub plate with a large surface area will dissuade smokers from stubbing out (and therefore staining) the casing of the litter bin.

Designated smoking areas – Ashtrays that hold a high volume of cigarette litter are most useful in these areas. Free-standing ashtrays tend to hold a high volume and so may be a good choice in this context. Some smoking shelters come with a wall mounted ashtray included in the structure.

On-the-Go – Portable ashtrays are small enough to be carried around in the pocket or bag of a smoker. They are designed to be used ‘on-the-go’, which is especially useful when a public ashtray is not available or convenient to the smoker.

Events – You may wish to provide designated smoking areas at outdoor events. If so, a high volume, highly visible ashtray is a good option. For example, a ‘Butt Zone’ has been used successfully at an outdoor festival in Australia. Because it was signposted above head height, smokers were able to identify its location from anywhere in the venue. Portable or ‘personal’ ashtrays are also useful at outdoor events which require a high volume, temporary solution to cigarette litter.

Outdoor eating areas – Windproof ashtrays are small ‘table ashtrays’ designed to be used outdoors. They have a windproof cover to ensure that cigarette ends, and ash, remain within the ashtray. They are particularly useful for pubs with outdoor areas. (Some consideration may need to be given to attaching the ashtrays to tables to prevent them from being stolen).

Vehicles – Vehicle ashtrays are portable, cup shaped ashtrays that can be stored in the cup holder of a vehicle and removed to be emptied in a litter bin. Obviously, the safety of driving is very important so the hole at the top of the ashtray should be large and ideally, it should be able to be covered up so ash doesn’t fly back into the smokers face when driving. Some smokers empty the contents of these ashtrays from their vehicles when stationary so you may wish to

consider the inclusion of emptying instructions on the side of the ashtray.

Design

10. When choosing an ashtray, it is important to consider its design. The design of an ashtray can influence its ease of use and therefore how much it is used by smokers.
11. Design includes the look and functionality of the ashtray. You may wish to consider the aesthetics of the existing street furniture with which you will want it to harmonise. Many ashtray manufacturers are able to provide casings in a range of colours, which may help it to blend in with the surroundings and other types of street furniture. It is also worth noting, however, that smokers will still need to easily identify an ashtray from a distance, considering that they require an immediate disposal solution for a burning cigarette end. You should, therefore, try to strike a balance between harmonising with the existing street furniture and making the ashtray stand out. This could be achieved by placing a cigarette litter symbol on the front of the ashtray (see paragraphs 19 and 20).
12. Ashtrays obviously need to be heat resistant. Most outdoor ashtrays will have a metal inner and some have a plastic outer. Heat resistant materials are melamine (a thermosetting polymer which is very resistant to heat), mild steel, stainless steel or anodised aluminium. Polyethelyene has good heat resistance but will burn if set on fire. While there are some grades of polyethelyene that are flame retardant, they are not particularly weather resistant. Some ashtrays also have design features that aim to dampen the development of fire caused by smouldering cigarette ends by limiting oxygen.
13. Consider whether the ashtrays need to be weather proof. The performance of many plastics can deteriorate when left in sunlight, causing colour fading or brittleness. You may wish to check the impact performance, UV stability and colour-fastness of the ashtrays before purchasing. Stainless steel is very weather proof, and comes in a variety of grades. Grade 304 is a general grade that can show signs of staining

and marking when cigarettes are stubbed out on it. Grade 316 is preferable as it has better weather and staining resistance. Also consider whether the ashtray has a 'hood' to ensure that it does not become filled with water during rain (a small amount of water obviously is little to be concerned about).

14. Many permanent ashtrays have vandal proof measures to ensure that they are not stolen, vandalised or damaged by vagrants seeking partially used cigarette ends. These measures include a range of locks and wall attachments. Also, consider the volume of cigarette ends that your ashtray will need to hold in between emptying. Most manufacturers can provide the volume of the ashtray.
15. You may need to consider street clutter. If this is a problem for your locality, then the addition of dedicated ashtrays may not be suitable. Stub plates or ashtrays attached to existing litter bins are one solution (see previous commentary for tips to remember when installing stub plates). Another solution is the distribution of personal ashtrays.

Maintenance

16. Ensure that ashtrays are emptied by your existing cleaning contractor. Also ensure that the outside of the ashtray is kept clean. Request that your maintenance contractor (or street team) report it if the ashtray or its component parts are damaged or vandalised, as ashtrays that appear dirty or damaged are a deterrent to their use.

Planning permission

17. Under current planning legislation any external alteration to a listed building requires a listed building consent from the Department of the Environment. The Department's Northern Ireland Environment Agency produces a list of such buildings. The placement of a wall mounted bin or receptacle on the side of such a building would be considered an alteration in this context. It is a criminal offence to make any such alteration without listed building consent. Application forms for obtaining consent are available from the Department's Planning Service, on

request. The application process requires documentation of ownership and detailed plans of any proposed alterations to be submitted with the application form. The Planning Service will consider the amenity value of any alteration but would be unlikely to grant it if, in its opinion, the alteration would affect the character of the building.

18. Depending on locality and circumstances this application procedure can be protracted and prove a burden on staff time and resources. It would therefore be advisable to consider the benefits of portable free standing bins or receptacles in areas where such consent would be required, as in many cases these can provide an adequate disposal solution.

Signage – Provide clear, consistent signage

19. Clearly label public place ashtrays with consistent signage so that smokers (and non-smokers) can easily identify that a receptacle is designed solely for cigarette ends. This will help to reduce litter and cross-contamination (which can lead to fires).
20. The smoke-free legislation requires clear signage to indicate where buildings and enclosed public places are smoke-free. Keep this in mind when placing signs: -
 - Some ashtrays are labelled with non-smoking signage. This is not no-littering signage! It causes confusion and does not clearly communicate appropriate disposal to the smoker.
 - Consistency with signage, symbols and even the type of ashtray you install is important, as it creates clear guidance for smokers wherever they are, ultimately resulting in cleaner streets.

Cleansing

21. Cigarette litter is time consuming to clean up because it is small and tends to get trapped in cracks and grates on the ground. While this is further incentive to prevent cigarette litter in the first place, cleaning up cigarette litter still needs to

take place. Keeping litter hotspots clean, especially around ashtrays and signage, leads to less littering and more binning.

Partnerships

22. Partnerships can help to amplify the effect of your campaign and any subsequent work you undertake to improve local environmental quality. Local businesses, volunteer groups and community groups can provide local knowledge to enhance your promotions.
23. You may wish to consider creating a partnership with the following organisations: -
 - Local businesses in the target area;
 - Local Chambers of Commerce;
 - Town Centre Managers; and
 - Universities or colleges.

Engaging local businesses

24. Local businesses have an important role to play in cigarette litter prevention, by providing ashtrays and cleaning up cigarette litter. However, some local businesses often have to work hard to stay afloat, and it may make it difficult to engage them in this process. By focussing on 'what's in it for them' and by providing accurate, consistent information and resources, local businesses can be engaged as part of the solution to cigarette litter.
25. Here are some ideas about how to support and engage local businesses:
 - Local businesses need to know about their responsibilities under local law – provide this information in local newspapers, local trade journals or through your local Chamber of Commerce. You may also wish to write a letter to local businesses about the issue.

- Encourage local businesses to purchase and maintain ashtrays for installation on their premises – this is especially important for businesses that provide outdoor areas for patrons (such as cafes, bars and pubs). They may require windproof ashtrays for outdoor tables, or pole/wall mounted ashtrays near the entrance to their premises.
 - Provide other incentives to local businesses to maintain their image – e.g. giveaway free dustpan and brooms or portable ashtrays.
 - Provide free promotional resources to local businesses – e.g. table talkers, posters and/or branded coasters.
26. Cigarette litter is classified as street cleansing residues, and is not classified as hazardous or toxic waste. Cigarette litter can therefore be disposed of among other types of rubbish.

Be a leader

27. Set a good example and provide smokers in your own organisation with ashtrays and awareness about cigarette littering.
28. In order to do this, you could run an internal education campaign, as described below. In fact, if you have never run a community wide education campaign before, then you could use the staff education campaign as a 'trial run', enabling you to iron out any potential problems before the campaign is implemented on a wider scale.

Educate – Change littering behaviour

29. Education campaigns highlight the problem of cigarette litter and call upon individuals to take action to change it.
30. In order for sustained and improved environmental change, the education campaigns should include the tools to change (e.g. ashtrays), awareness about why the change is needed (e.g. impact of littered cigarette ends) and a call to action

(e.g. No Butts, Stub It, Bin It). Sometimes the threat of enforcement is the only way that people will change their littering behaviour, so this should be used where appropriate.

31. The following steps provide a framework by which to conduct a cigarette littering campaign: -

Plan

32. You should start to plan your cigarette littering campaign several months in advance. While the promotional aspects of the campaign will be limited to a short timeframe, you will need time to prepare promotional items, advertising, galvanise support from partners and promote your message well in advance of the campaign actually beginning.
33. Create a list of aims and make sure they are measurable and specific, for example: installation of five ashtrays in litter hotspots; reduce cigarette litter by 20%; talk to 100 smokers about cigarette litter solutions.
34. Choose the dates of your campaign. The campaign should be conducted over a short timeframe – perhaps one or two weeks. Of course, you should notify your colleagues of your campaign dates as soon as possible.

Target areas

35. Identify the litter hotspots that your campaign will be targeting (e.g. outside office entrances in one street). Ensure that the size of the area is manageable with regard to the resources available to you. Transition points tend to attract more cigarette litter as smokers need to dispose of cigarettes before entering certain areas.
36. Common cigarette litter hotspots are: -
 - Pubs/hotels;
 - Office/warehouse entrances; and
 - Transport interchanges.

37. You can identify litter hotspots through the results of your environmental quality surveying. You may also wish to discuss litter hotspots with street cleansing staff and local businesses.

Determine educative techniques

38. A range of techniques have been proved to be successful to reduce cigarette litter, as described below. You may wish to use a range of these techniques, depending on the resources available to you and the needs of your campaign.

Print advertising (e.g. billboards, A4 posters): Print advertising is useful because it enables you to promote your message to a wide audience. Clearly, the more locations you can utilise the better for your campaign. Depending on your budget, you may wish to consider advertising space such as billboards, on telephone boxes, at bus or train stops, in train stations or within buses. Repetition of the campaign message will help to change behaviour in the long-term. Identify advertising space that is available in your target areas and aim to book as much of this space as possible. Consider the use of 'unusual' advertising space which may specifically catch the attention of smokers (e.g. advertising on the footpath or 'media steps', split advertising up the steps at train stations). Posters can also be provided to local businesses for display in their windows. Some manufacturers of ashtrays provide advertising space on the front of their ashtrays, while others provide artwork for advertising.

Face to face techniques: This can be a powerful way to reach your target audience. It involves a team of trained educators who are dressed in matching campaign t-shirts that promote the campaign message. They approach smokers in target areas in a positive way, to tell them about reducing cigarette litter and ask them not to litter their cigarette ends. The education team could also distribute personal ashtrays and reward smokers (with promotional resources described in this section) for observed appropriate disposal behaviour. The target audience is more likely to

remember the message if they are given a positive verbal message by individuals in a recognised team with credibility. The team would need to be trained so they are well prepared for the campaign of action.

If you do undertake face to face education, ensure that you approach only smokers who are obviously of the legal age (18 years old). Promotional resources should only be targeted at adults and education campaigns for cigarette related litter should never target children.

Sanctions and rewards: Sanctions are most commonly littering fines, or the threat of fines, which act as a disincentive to littering. Rewarding positive behaviour with small tokens of recognition helps to reinforce this behaviour. Rewards could include pocket ashtrays or key rings.

Develop partnerships

39. Partnerships with businesses, volunteer groups and community groups can act as multipliers to spread your anti-littering message further. See paragraphs 22 to 25 for more information about engaging local partners for inclusion in your campaign.

Install ashtrays

40. Install ashtrays in litter hotspots or improve the design or placement of existing ashtrays. See paragraphs 4 - 16 above to help you to choose the right ashtray for the area.

Pre-campaign monitoring

41. You will need to monitor the success of the campaign by using the cigarette butt count methodology to measure the change in butt litter on the ground. The first stage of monitoring should occur before the campaign begins. You will then compare these results with a second round of monitoring after the campaign. This methodology is further described in the Appendix.

Gather promotional items

42. Promotional items promote the campaign message. They act as prompts to remind smokers about the impacts of cigarette litter, and to appropriately dispose of cigarette butts long after a short-term campaign has ended. Promotional items that serve a function as well as promote a message are likely to have more impact than those that would only be likely to be used once and then forgotten. Promotional items can be distributed directly through face-to-face interventions or at popular community centres (such as libraries and Town Halls). Partners should also be given promotional items to promote the campaign. Examples of promotional resources include: beer mats, car bumper stickers, car air fresheners, mint lollies and wallet cards.

Use the local media

43. Local media should be provided with a media release several days before the campaign starts. Local media are an important, cost-effective way to promote your anti-littering message to the local community. If you can provide a 'hook' to the media and a good photo opportunity, they are more likely to run with your story. They should be invited to attend the launch and a high-ranking person within your organisation should be made available for an interview.
44. If you are using enforcement as part of your campaign, use the local media to promote any fixed penalty notices that you have issued.

Conduct a launch

45. After all preparations, the campaign can finally begin. A launch could be conducted on the first day of the campaign, in order to galvanise support and attract attention to the issue. All partners, local media and relevant staff should be invited to attend the launch. It should be held in a public place that is relevant to the campaign, such as an open pedestrian shopping area. The launch could consist of a short speech about the activities being conducted during the campaign week, giveaways of promotional items and a strong anti-littering message. The launch should be

decorated with banners and posters to enable photo opportunities for local print media.

Undertake campaign activities

46. The education activities that you implement during the campaign are crucial to changing the littering behaviour of smokers. Promotional activities at litter hotspots should be undertaken at specific times during the day. If you are undertaking face-to-face interventions, ensure that the education team meets briefly at the end of each day to discuss their successes and any problems they encountered.

During campaign monitoring

47. It is useful to carry out monitoring during your campaign period to establish how effective the campaign is being. Please see the Appendix for details of how to carry out the monitoring.

Post-campaign monitoring and reporting

48. Now that your campaign is complete you can quantify your success by undertaking post-campaign monitoring. See the Appendix for a description of the methodology you could use to measure your campaign.
49. The outcomes of the campaign should be compiled in a brief report for submission to your organisation, the partners who participated in the campaign and any funding bodies who supported your campaign. The report should make a note of the outputs from the campaign (e.g. posters, promotional items) and outcomes (reduction in cigarette litter). It is important to understand the outcomes of your campaign in order to improve future campaigns and maintain a cleaner environment.

Promote your success and identify learning

50. You may wish to promote the success of your campaign to the local media through a media release, and internally through your organisation's intranet. You also may wish to

share the positive outcomes of your campaign with your community through advertisements in the local newspapers or through regular communications channels (such as community newsletters). This encourages the community to maintain a clean environment and demonstrates the usefulness of such campaigns to ratepayers. If possible, you may wish to apply for an environmental award if you can prove that your campaign was successful. Not only is this a positive way to reinforce and extend the message of your campaign to the wider community, this recognition helps to instil pride in your ratepayers and your colleagues, rewarding their efforts.

Enforcement Legislation – Tackling irresponsible disposal

51. Powers and duties for dealing with litter are set out in the Litter (Northern Ireland) Order 1994 (the 1994 Order), as amended by Part 3 of the Clean Neighbourhoods and Environment Act (Northern Ireland) 2011 (the 2011 Act). The following is a summary of the measures available for dealing with smoking litter:

Offence of dropping litter

52. Under Article 3 of the 1994 Order it is an offence to throw down, drop or otherwise deposit in, into or from any place open to the air, and then leave litter. A person found guilty of the litter offence may be fined up to level 4 on the standard scale (currently £2,500) in a court of summary jurisdiction. Article 6 of the 1994 Order allows an authorised officer of a district council to issue fixed penalty notices as an alternative to prosecution.

Fixed Penalty Notices

53. Fixed Penalty Notices (FPNs) can be an effective enforcement tool as an alternative to prosecution. The number of FPNs being issued for litter has increased markedly in the last few years and we are likely to see that trend continue. When enacted, the 2011 Act will introduce a greater degree of flexibility into the FPN regime. The level of the FPN will be able to be set locally by district councils

within a range of £50-£80, with an option for a reduced rate for early payment. In addition, the 2011 Act will enable officers not in the direct employment of the district council, such as a cleansing contractor, to be authorised to issue FPNs for this offence.

54. Another power that will be introduced is the offence of an offender either failing to give a name and address or of giving incorrect details to an authorised enforcement officer. It is highly recommended that district councils should develop an enforcement strategy to ensure that consistent and appropriate penalties are issued. This will also ensure that in the event of non-payment of a FPN, the original offence is pursued through a court of summary jurisdiction.

Duty to clear land of litter and refuse and to keep highways clean

55. Article 7 of the 1994 Order imposes a duty on certain bodies for various descriptions of 'relevant land' and 'relevant roads' to ensure that these are, so far as is practicable, kept clear of litter and refuse, and in the case of roads, clean. In respect of streets and other public areas, district councils' must meet these requirements for 'relevant land', that is, publicly accessible land that is under their direct control, and 'relevant roads' maintainable at the public expense. The Department's Code of Practice on Litter provides practical guidance on the exercise of this duty, including response times for cleaning areas in which standards have fallen below an acceptable level.
56. In meeting these requirements district councils' will be expected to remove cigarette litter from streets and other public areas they have responsibility for.

Street Litter Control Notices

57. Articles 13 and 14 of the 1994 Order give district councils' the power to tackle street litter generated as a consequence of activities on adjacent premises. The legislation enables district councils' to serve Street Litter Control Notices (SLCNs) requiring businesses to clear up the litter and implement measures to prevent the land from becoming

defaced again. The list of premises for which district councils' may issue notices is set out in the Street Litter Control Notices Order (Northern Ireland) 1995, as amended by the Street Litter Control Notices Order (Northern Ireland) (Amendment) Regulations 2011, and the notices may be served for any type of litter that is causing defacement of the street, including smoking-related litter.

58. By virtue of the new Article 13(3A) of the 1994 Order, as inserted by the 2011 Act, notices can also now be served in relation to vehicles, stalls and other moveable structures used for commercial or retail activities on a street. The 1994 Order has also made it immediately an offence to fail to comply with the requirements specified in a Street Litter Control Notice. A person found guilty of this offence may be given a fine up to a maximum level 4 (currently £2,500), or issued with a fixed penalty notice.
59. Full guidance covering litter legislation and fixed penalty notices for local environmental offences can be accessed through the following links:

Litter:

[www.doeni.gov.uk/environment/.....](http://www.doeni.gov.uk/environment/)

Fixed Penalty Notices:

[www.doeni.gov.uk/environment/.....](http://www.doeni.gov.uk/environment/)

Appendix

Cigarette end counts

To assist the evaluation of any smoking-related litter campaign, it is essential to measure whether there has been a reduction in cigarette ends dropped on the ground. To do this successfully, 'hotspot' sites need to be chosen and cleaned so that any cigarette litter build-up can be monitored. This process needs to be repeated over a set period so that improvements can be measured.

Choosing your survey transects

Within your district, choose a minimum of five locations that are hotspots for cigarette litter. These should be in primary or secondary retail areas. The size of the area should be 25m² (e.g. around bus stops) or 25 metres in length (e.g. high street).

To get busy footfall, the types of area to include might be: -

- The high street or a parade of shops;
- Outside nightclubs/bars;
- Outside cinemas/bingo halls;
- Outside restaurants/ fast food outlets;
- Bus or train transport areas;
- Public buildings/office blocks;
- Car parks; and/or
- Road junctions.

How big should the area be?

Once the survey areas have been chosen, make a simple diagram illustrating the survey area or (unobtrusively) mark them out. Please note features such as type of bins, door entrances, etc.

Survey dates and times

Suggested smoking related litter monitoring dates are: -

- Pre-campaign – Three times a week for one week period;
- During the campaign period – Three times a week for a two week period (or whatever the length of the campaign); and
- Post-campaign – Three times a week for one week period.

The monitoring should be conducted at least once a day at the same time. Take into consideration the times of street cleaning so, for example, if one of the transects is cleaned every three hours, monitor the litter before each clean up during that day.

When filling in the survey form to record the cigarette litter, please remember to note the time of the day of the week you are referring to.

The transect survey

A model survey form for you to use is provided at the end of this Appendix. At each of the chosen transects, the surveyors (it is preferable for surveyors to work in pairs) should: -

- Count the individual cigarette ends deposited within each survey area – surveyors may find that a hand-held counter will assist in this;

- Note bins in or in proximity to the survey area, especially if they are dedicated cigarette bins, bins with stub plates or tab tidies;
- Note the weather conditions and any other information they think relevant e.g. what amount of cigarettes are new (i.e. 3D) or the proportion of cigarettes squashed flat, shops selling cigarettes nearby, etc.; and
- Take photographs of the sites at each stage.

Monitoring cigarette bin usage before, during and after the campaign

If possible, monitor the usage of up to five dedicated cigarette bins in hotspot areas for cigarette litter before, during and after the campaign period.

The bins should be monitored at the same time on the same days of the week during the weeks stated below. As with the litter monitoring, the contents of the bins should be monitored at a consistent time each day and measured by weight.

- Pre-campaign – Three times a week for a one week period;
- During the campaign period – Three times a week for a two week period (or whatever the length of the campaign); and
- Post-campaign – Three times a week for a one week period.

Cigarette litter monitoring form

DISTRICT COUNCIL NAME:

Survey area name/code:

Survey area size:

Surveyor(s):

Weather observations:

Any cigarette disposal facilities near or in the area (e.g. dedicated cigarette bin, bins with stub plates, tab tidies, etc.). Please detail type of facility and closeness to survey area:

Date	Time	Cigarette end counts
Comments		
Comments		
Comments		

