

LITTER FREE LEEDS

Purple Bag Holder – Role

As an approved Purple Bag Holder, you play an important role in supporting local volunteers to help keep Leeds litter free. Your responsibilities include ordering, distributing, and monitoring the use of purple bags while providing a helpful point of contact for litter pickers in your area.

Ordering Purple Bags

- Order boxes of purple bags (300 adult bags and/or 1,000 child-size bags) by emailing purplebags@leeds.gov.uk.
- Clearly state which size(s) you require and provide a delivery address – as neither *Litter Free Leeds* or Leeds City Council retain this information due to GDPR.
- Bags will be delivered directly to your home address, or another preferred delivery address.
- Please allow up to **10 working days** for delivery of your order. If it has not arrived within this timeframe, please contact info@litterfreeleeds.co.uk, and we will follow it up for you.
- If you have any concerns about the quality or condition of the purple bags you receive, please let us know as soon as possible.

Distributing Bags to Volunteers

- Issue **10 bags initially** to new volunteers to confirm their commitment.
- Provide **bundles of 25+** to those who regularly litter pick, based on how many bags they fill each month.
- Choose a distribution method that suits you - either personal delivery or leaving bags in a safe collection place (eg your doorstep).

Communication and Support

- Ensure your preferred contact method is listed on the *Litter Free Leeds* Facebook page so volunteers can find their nearest Purple Bag Holder – see ‘Files’.
- You will typically be supported by a Group Organiser, who is the main contact for questions or queries.

Promoting Safe and Appropriate Use

Please ensure all volunteers have read and follow the **‘LCC Purple Bags – Conditions of Use’** document. A copy is attached should any new volunteers not have seen or read it. *The document emphasizes that everyone is responsible for their own personal safety.*

Purple bags should:

- Only be used for litter picking.
- Be left beside Council litter bins for collection, or at bus stops if no bins are nearby (not on busy roads or junctions).
- Be positioned so the volunteer messaging with our contact details is visible to passers-by.
- Be filled only with what can be comfortably carried and tied securely.

Reporting

Ask volunteers to keep a monthly count of the purple bags they fill and share this with you. Provide these figures to your Group Organiser, who will submit the monthly return to *Litter Free Leeds* using the **2026 Purple Bags Returns form - [LITTER FREE LEEDS 2026 Purple Bags Returns – Fill in form](#)**. Or you can submit the figures yourself if that is easier for you!

Record Keeping (Optional)

You may like to use a simple form to record who you issue bags to, when, and how many.

Thank you!

LFL Admin Team

info@litterfreeleeds.co.uk