



Permit Application

Elis UK Ltd
7-8 Roydonbury Industrial Estate
Horsecroft Road
Harlow
CM19 5BZ



PROVIDING SOLUTIONS, ENSURING COMPLIANCE

T 01952 879705 E info@westburyenv.co.uk

A Agriculture House, Southwater Way
Telford, Shropshire, TF3 4NR

W www.westburyenv.co.uk



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1. Introduction

- 1.1. Westbury Environmental Limited have been instructed to prepare this Environmental Permit Application on behalf of Elis UK Limited (the Operator).
- 1.2. This Environmental Permit Application has been prepared for a new Bespoke Environmental Permit to allow the operation of a waste transfer station accepting clinical waste at 7-8 Roydonbury Industrial Estate, Horsecroft Road, Harlow, CM19 5BZ (the Site).
- 1.3. The relevant Environment Agency forms (Part A, Part B2, Part B4, Part F1) and supporting information are included within this Environmental Permit application report.
- 1.4. This application is one of three applications being submitted at the same time for the same activities on three different Sites operated by Elis. These applications follow nine other applications that have been determined in the last twelve months by the Environment Agency.
- 1.5. Prior to the submission of the original applications an abatement of the application charges was discussed with the Environment Agency. The full fee of £7930 will be paid by the operator at the time of submission; however, we request that an abatement of the fee to £1,200 be considered for these three subsequent permit applications for these activities.

Operator Details

- 1.6. The company details, including information regarding the directors of the company are provided below:

Company Details

Company Name	Elis UK Ltd
Company Number	00228604
Registered Address	First Floor, Chineham Gate, Crockford Lane, Chineham, Basingstoke, England, RG24 8NA
Incorporation Date	6 th March 1928

Information for Directors

Name	Date of Birth	Contact Details
Mark Leslie Franklin		Telephone: 07827 240650 Email: mark.franklin@elis.com
Helene Rose Jeanne Piquard		Email: Helene.piquard@elis.com Telephone: +44 (0) 7458 056 747



2. Site location and setting

- 2.1. The Site is located at 7-8 Roydonbury Industrial Estate, Horsecroft Road, Harlow, CM19 5BZ (the Site)
- 2.2. The surrounding land-use is predominantly a large industrial estate with some residential areas.
- 2.3. The nearest residential dwelling is approximately 475m east from the Site.
- 2.4. There is an area of deciduous woodland 50m south of the Site.

Site Condition Report

- 2.5. The Site has a concrete surface. There are no reported prior incidents which may pose a source of contamination to the land.
- 2.6. A Site Condition Report – Part 1 is provided as part of this application to provide information on the condition of the Site prior to waste activities being undertaken, see Appendix 1 Site Condition Report Part One.

Operating hours

- 2.7. The following operating hours are for the Site as a whole and are not specific to the waste operations:
 - Monday – Friday 5:30am – 10pm.
 - Non-operational on weekends or bank holidays.



3. Waste operations

Waste activities

- 3.1. The waste operations will comprise of the secure storage and transfer of select non-hazardous healthcare and washroom waste. The site will not accept infectious wastes.
- 3.2. All waste will be collected separately and stored appropriately at the Site before being transferred to a suitably licenced facility. A computerised tracking system will be put in place, as is already in place for the other Sites. Further details regarding storage of the wastes are provided below.
- 3.3. The transfer and storage area will be in a bunded and covered area.
- 3.4. There will be no treatment or sorting of waste carried out on Site.
- 3.5. The proposed waste activities are summarised in Table 3.1.

Table 3.1: Proposed waste activities

Description of activities	Limits of activities
<p>Clinical Waste Transfer Station</p> <p>Repackaging of non-hazardous offensive waste.</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to D13.</p> <p>R12: Exchange of waste for submission to any of the operations numbered R1 to R11.</p>	<p>Repackaging is limited to:</p> <ul style="list-style-type: none"> taking a waste package (for example a bag, drum or box) out of one cart or bulk container (for example a skip) and placing it into another cart or bulk container (for example, a skip). taking a waste package from a cart or bulk container (for example, skip) and placing it onto a pallet or vehicle. taking a waste package from a pallet and placing it into a cart or bulk container (for example, skip). <p>Waste shall not be transferred, removed or separated from its primary packaging (for example bags, bins, boxes and blister packs).</p> <p>Repackaging shall take place on an impermeable surface with sealed drainage.</p> <p>Repackaging of waste shall not change either the maximum storage times for waste on site or the amount that can be stored.</p> <p>No waste types shall be submitted to this activity other than those wastes specified in Table 3.2.</p> <p>The waste types permitted for storage (D15 and R12) are set out in Table 3.2.</p>
<p>Clinical Waste Transfer Station</p> <p><i>Storage of non-hazardous waste.</i></p> <p>R13: Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced).</p> <p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where the waste is produced).</p>	<p>From receipt and storage of non-hazardous waste on site to its repackaging on site; or its transfer off-site.</p> <p>Pharmaceutical and palletised waste shall be stored securely within locked cages.</p> <p>The amount of non-hazardous waste stored on site at any one time shall not exceed 5 tonnes.</p> <p>Waste shall be stored on impermeable surfacing with sealed drainage.</p> <p>Waste shall not be treated, other than repackaged.</p> <p>Waste shall not be stored in vehicles or vehicle trailers, unless they are being received for immediate offloading or prepared for imminent transfer (that is, they will be removed from site within 24 hours, or 72 hours if over a weekend).</p> <p>Non-infectious offensive waste shall be stored for no longer than 7 days if outside.</p> <p>The following waste types shall be stored on site for no longer than 6 months:</p> <ul style="list-style-type: none"> non-infectious medicines



Description of activities	Limits of activities
	<p>Notwithstanding the limits given above where a shorter storage time period is given in an agreed management plan then that time period shall take precedence.</p> <p>Batteries shall be stored under weatherproof covering or in suitable containers. Batteries of different types and chemistry shall be stored separately.</p> <p>No waste types shall be submitted to this activity other than those wastes specified in Table 3.2</p>

Waste types and quantities

- 3.6. The waste will comprise of non-infectious sharps (18 01 01, 18 02 01 and 20 01 99) feminine hygiene products, nappies, bandages (18 01 04), non-hazardous medicines (18 01 09, 18 02 08, and 20 01 32), other separately collected, non-hazardous waste e.g., non-infectious sharps, dead animals, and vomit (20 01 99) and batteries from the air fresheners supplied by the Operator (20 01 34).
- 3.7. The proposed waste types and quantities are presented in Table 3.2.

Table 3.2: Proposed waste types and quantities

Maximum quantities The total quantity of waste accepted at the site shall be less than 1,000 tonnes per year and no more than 5 tonnes on Site at any one time.		
Waste code	LoW Description	What is collected
18	Healthcare waste	
18 01	Natal care – diagnosis – treatment or prevention of disease in humans	
18 01 01	Sharps (except 18 01 03)	Non-infectious needles from pharmacies in supermarkets administering the flu jab, needles from tattoo parlours and piercing needles.
18 01 04	Waste whose collection and disposal is not subject to special requirements in order to prevent infection (for example dressings, plaster casts, linen, disposable clothing, diapers)	Feminine hygiene products, nappies bandages and similar items from washrooms.
18 01 09	Medicines other than those mentioned in 18 01 08	Blister packs, empty Calpol bottles and similar.
18 02	Research – diagnosis – treatment or prevention of disease involving animals	
18 02 01	Sharps (except 18 02 02)	Non-infectious needles / sharps from veterinary practices or similar.
18 02 08	Medicines other than those mentioned in 18 02 07	From veterinary practices or similar
20	Municipal and similar materials from commerce and industry	
20 01	Separately collected fractions (except 15 01)	
20 01 32	Medicines other than those mentioned in 20 01 31	Blister packs, empty Calpol bottles and similar.
20 01 34	Batteries	Batteries from aerosols provided to the washrooms by the Operator.
20 01 99	Other fractions not otherwise specified.	Feminine hygiene products, nappies bandages and similar items from washrooms.



Waste collection and storage

Sharps

- 3.8. Sharps waste will be collected in sealed sharps bins. The bins in which the sharps are collected remain sealed so no contamination or mixing of waste can occur. Upon arrival to Site, these smaller secure bins will be collectively stored in secure containers in a locked cage.
- 3.9. Sharps to be accepted onto Site are collected from commercial properties and are non-infectious, including but not limited to:
- Stanley knives
 - Tattoo needles
 - Piercing needles
 - Broken glass

Sanitary waste

- 3.10. Sanitary waste will be collected in bags from multiple washrooms and placed into a larger bag for transit.
- 3.11. Upon arrival at the Site, the double-bagged waste will be placed into an enclosed, lockable bin (triple containment). A photograph showing an example of the type of bin the waste will be stored is shown in Figure 3.1.
- 3.12. Sanitary waste will be stored for no longer than 7 days.
- 3.13. The double bagged storage is a result of the waste collection process and is not deemed essential mitigation of odour or pollution. However, the triple containment of the waste will have the effect of providing mitigation against both odour, leakage, and interaction with other waste. The short storage time will also help mitigate against odours developing.
- 3.14. This waste will subsequently be collected and taken to a suitably licenced facility.

Medicine waste

- 3.15. Medicine waste will be collected in 'blue-stream' pharmaceutical waste bins. It is considered that the medicine waste will consist of blister packs and non-hazardous domestic over the counter medicines which are expired, unused, damaged, or no longer needed.
- 3.16. The bins in which the medicine waste is collected remain sealed so no contamination or mixing or waste can occur.
- 3.17. Upon arrival at the Site the smaller sealed bins are collectively stored in secure larger storage containers.
- 3.18. Medicine waste will be stored in secure storage containers in a locked cage.

Ancillary waste

- 3.19. It is not expected that ancillary will form a significant part of the waste collected, however there will be a need to store very small quantities of ad-hoc waste which arise from washrooms.
- 3.20. The source of the ad-hoc waste could be dead rodents which have found their way into washrooms and this type of waste will be incidental. There will be a separate sealed bin for incidental waste to be stored on Site. As for the sanitary waste, this waste will be collected separately and will be double bagged.

Batteries

- 3.21. Batteries are collected from the air freshener dispensers supplied to the washrooms by the Operator.
- 3.22. Batteries are stored in an appropriate storage container with a secure lid. Storage will be in accordance with Appropriate Measures for WEEE, and on an impermeable pad and in a leakproof container.



Waste Storage

Figure 3.1: Example of sealed bin used for the storage of waste



3.23. All waste storage will be stored securely on impermeable surfacing.

3.24. Maximum storage times for all wastes are given in Table 3.3 below.

Table 3.3 Maximum waste storage durations and quantities

Waste code	Waste description	Max duration	storage	Maximum storage quantities
18 01 01	Sharps (except 18 01 03).	1 month		Approximately 4 tonnes of the waste will be from feminine hygiene waste (18 01 04, 20 01 99).
18 01 04	Waste whose collection and disposal is not subject to special requirements in order to prevent infection (for example, dressings, plaster casts, linen, disposable clothing, diapers) Feminine hygiene products, nappies, bandages, and similar items.	7 days		
18 01 09	Medicines other than those mentioned in 18 01 08.	1 month		The remaining waste codes will make up 5% or less of the total tonnage being approximately 0.25 tonnes depending on the needs of the business.
18 02 01	Sharps (except 18 02 02).	1 month		
18 02 08	Medicines other than those mentioned in 18 02 07.	1 month		
20 01 32	Medicines other than those mentioned in 20 01 31.	1 month		
20 01 34	Batteries	6 months		
20 01 99	Non-infectious sharps, dead animals, vomit, feminine hygiene products, nappies, bandages, and similar items. Or other non-hazardous fractions not otherwise specified.	7 days		



4. Environmental Risk

- 4.1. An Environmental Risk Assessment has been completed as part of this permit application, see Appendix 2 Environmental Risk Assessment.
- 4.2. The Environmental Risk Assessment considers the potential impacts of the proposed waste operations on the local receptors, population, watercourses, and protected sites.
- 4.3. The Environmental Risk Assessment indicates that the proposed waste activity poses a very low risk to the environment and nearby receptors.
- 4.4. Due to the low risk from the waste operations, it is considered that receptors greater than 50m from the Site are unlikely to be impacted by the waste activities. The following receptors are within 50m of the Site boundary:
 - Horsecroft Road 0m east
 - Businesses on Roydonbury Industrial Estate 20m east

Fire Prevention Plan

- 4.5. There is typically a risk of fire where combustible wastes are stored. The site operates a quick turnaround of materials to ensure waste is not stored on Site for periods longer than the maximum storage duration.
- 4.6. Waste types will be stored separately in sealed containers, double-bagged. The waste will not be stored next to any source of ignition.
- 4.7. Due to the quick turnaround of waste and small storage capacity along with the waste activity being classed as low risk it is considered a Fire Prevention Plan is not required.
- 4.8. The Site will operate in accordance with an Environmental Management System which will include a Fire Procedure. Adherence to the management procedure will ensure a negligible risk of fire at the Site as a result of the storage of the proposed waste types.

Odour Management Plan

- 4.9. It was confirmed during pre-application discussions that an Odour Management Plan would not be required for the proposed waste activity, given the low volumes, short storage times and mode in which the waste will be stored.

Noise and vibration

- 4.10. It is therefore considered that the proposed waste operations will pose negligible additional noise risk than operations already carried out around the Site.

Dust

- 4.11. Wastes accepted have low-dust potential as no wastes consisting solely or mainly of dust are accepted. It is considered the likelihood of dust generation and emissions from Site are negligible. Any wastes containing dust are rejected in accordance with the waste rejection procedure.



5. Non-technical summary

- 5.1. Elis UK Ltd (the Operator) is a major global company within the sanitary industry. They provide washroom services to the commercial, industrial, retail and hospitality sectors. Elis wish to be able to store waste from washrooms at a number of their sites throughout the UK.
- 5.2. The Operator proposes to store waste before removal by a licenced waste collector to a licenced facility.
- 5.3. Elis UK Ltd collect bags of washroom waste from customer sites as part of their service contract. Upon collection, waste will be assessed in accordance with a waste acceptance procedure to ensure it is acceptable.
- 5.4. If the waste is considered acceptable, the bagged waste is collectively placed into a secondary bag and taken back to the Site for storage before transfer to a suitably licenced facility.
- 5.5. No more than 5 tonnes of waste will be stored on site at any one time. No more than 1,000 tonnes of waste will be accepted on the site per annum.
- 5.6. There are no identified dust, odour or noise emissions predicted from the proposed waste operations.
- 5.7. The Site will be operated in accordance with an Environmental Management System.
- 5.8. The Environmental Management System (EMS), which includes a Waste Acceptance Procedure, ensures that suitable waste types are accepted on to the Site. The Waste Acceptance Procedure includes strict waste acceptance criteria which ensure that only permitted waste types are accepted.



6. Site management

Environmental Management System

- 6.1. The Site will be operated in accordance with specific procedures. The Operator commits to manage the permitted activities on Site under an EMS.
- 6.2. A hard copy of the EMS will be kept on Site.
- 6.3. The EMS folder will include a copy of the Environmental Permit along with the following section(s):

Environmental Management System Report

- 6.4. This report contains a description of the purpose and scope of the EMS, all Site details including the location of the Site, receptors located in close proximity to the Site boundary, waste storage, any plant and equipment that is used on the Site, the different types of waste activities carried out on Site, the Site security measures, information on the competence of the staff working on Site, roles and responsibilities for each member of staff and details for Site closure, where appropriate.

Site Condition Report

- 6.5. This records the condition of land covered by the Environmental Permit at various stages during the life of the permit.

Climate Change Risk Assessment and Adaptation Plan

- 6.6. This report identifies how climate change will impact the Site and what will be done to mitigate the impacts of climate change.

Authorisations

- 6.7. A copy of the permit and any EA Registrations for the Site will be located in the EMS.

Technical Competence

- 6.8. This section of the EMS includes details of the competence status of the Technical Competent Manager(s) (TCM), the operational hours for the Site, the minimum attendance requirements for the TCM and copies of relevant certificates.

Procedures and Forms

- 6.9. The EMS contains a number of procedures that cover its implementation, waste acceptance, operations controls and emergencies. Records to be produced in accordance with these procedures are provided in the EMS as forms. These completed forms provide records that evidence the implementation of the EMS. The following list details procedures that are included in the EMS;

Implementation

- Environmental Training, Awareness and Competence
- Compliance with Legal requirements
- Staff Organogram
- Reviewing and Auditing Documentation that outlines how reviewing of the EMS and associated documentation is undertaken. This procedure contains a list of how frequently documents within the EMS should be reviewed / audited.



Operational Control

- Housekeeping, litter, pests and vermin
- Noise Control
- Waste storage and Handling
- Site Security
- Reporting and Investigation of Accidents, Incidents and Complaints
- Dust, Fibres and Particulates
- Maintenance
- Waste Storage procedure including information on the following:
 - Identification of wastes stored on site.
 - Storage times of waste on site.
 - Quantity of Waste Stored on site.

Waste Acceptance and Rejection

- Waste Acceptance
- Waste Rejection and Non-compliance
- Waste Reporting
- Duty of Care

Environmental Protection

- Dust Fibres and Particulate
- Mud and Debris
- Noise Control
- Odour
- Surface Water Management

Emergency Provisions

- Environmental Accidents /Incidents / Complaints and associated forms
- Fire
- Flood
- Spillages
- Utility Failure

Reporting

- Waste Returns
 - Notifications to the Environment Agency
- This list is not exhaustive.*

Drawings

The drawings included in the EMS include:

- Site Boundary plan



Technical Competence Management

- 6.10. The appropriate qualification for this permit is MROC16 (CIWM (WAMITAB) Level 4 Medium Risk Operator Competence for Non-Hazardous Clinical Waste Transfer.

WAMITAB Level 4 Medium Risk Operator Competence for Non-Hazardous Clinical Waste Transfer, comprises of the following six mandatory units:

- OCS01- Maintain health and safety in the waste and resource management industry
- OCS02 - Manage the environmental impact of work activities
- OCS05 - Manage the movement, sorting and storage of waste
- OCS06 - Control work activities on a waste management facility
- OCS12 - Manage the reception of non-hazardous waste
- OCS25 - Manage transfer and disposal from non-hazardous clinical waste transfer and recovery operations

- 6.11. The Technically Competent Managers for this Site have been enrolled on the course, see Appendix 3 Evidence of Enrolment.

- 6.12. Gary Wilson and James Pownceby will be the Technically Competent Managers for this Site. See table below for more information.

First Name	James	Gary
Last Name	Pownceby	Wilson
Date of Birth		
Phone	+44 (0) 7458 084251	+44 (0) 1256 339 200
Email	James.pownceby@elis.com	Gary.wilson@elis.com



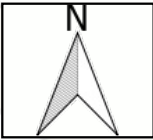
Drawing

Permit Boundary Plan

Drawing number 21/012o 001



Legend



Elis

Permit Boundary Plan

21/012o 001 V1

7-8 Roydonbury Industrial Estate
Horsecroft Road
Harlow
CM19 5BZ

Scale: 1:500

2nd January 2025

Created by: SC
Checked by: TW

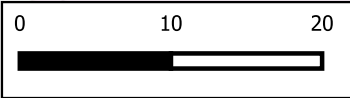


WESTBURY
ENVIRONMENTAL

T 01952 879705 E info@westburyenv.co.uk

A Agriculture House, Southwater Way
Telford, Shropshire, TF3 4NR

W www.westburyenv.co.uk



(C) OS Maps/ Google / BING Maps



Application form

Part A

Application for an environmental permit

Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or surrender your permit, or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

You can apply online for Waste standard rules environmental permits, bespoke waste permits and bespoke Medium combustion plant permits

Apply online for an environmental permit.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

Note: if you believe including information on a public register would not be in the interests of national security you must enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

Contents

- 1 About you
 - 2 Applications from an individual
 - 3 Applications from an organisation of individuals or charity
 - 4 Applications from public bodies
 - 5 Applications from companies or corporate bodies
 - 6 Your address
 - 7 Contact details
 - 8 How to contact us
 - 9 Where to send your application
- Appendix 1 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

- ☐ Now go to section 2 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

An organisation of individuals (for example, a partnership)

- ☐ Now go to section 3 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

A public body

- ☐ Now go to section 4

A registered company or other corporate body

- ☐ Now go to section 5 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

3 Applications from an organisation of individuals or charity

3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation or charity

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to question 3c or section 6

3c Details of charity

Full name of charity

This should be the full name of the legal entity not any trading name.

3d Company registration number

If you are registered with Companies House please tell us your registration number

3e Charity Commission number

If you are registered with the Charity Commission please tell us your registration number

Now go to section 6

4 Applications from public bodies

4a Type of public body

For example, NHS trust, local authority, English county council

4b Name of the public body

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference

5 Applications from companies or corporate bodies, continued

5c Please give details of the directors

If relevant, provide details of other directors and company secretary, if there is one, on a separate sheet and tell us the reference you have given this sheet.

Document reference

Details of company secretary (if relevant) and director/s

Title (Mr, Mrs, Miss and so on)

First name

Last name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

6 Your address

6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference

6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

6 Your address, continued

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

7a Who can we contact about your application?

It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf.

Please add a second contact on a separate sheet if this person is not always available.

Document reference of this separate sheet

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7b Who can we contact about your operation (if different from question 7a)?

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

7c Who can we contact about your billing or invoice?

Note: Please provide the name and address that all invoices should be sent to for your subsistence fees.

As in question 7a ☐

As in question 7b ☐

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/government/organisations/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it. More information on how to do this is available at: www.gov.uk/government/organisations/environment-agency/about/complaints-procedure.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

9 Where to send your application

For how many copies to send see the guidance note on part A.

For water discharges by email to PSC-WaterQuality@environment-agency.gov.uk

For waste and installations by email to PSC@environment-agency.gov.uk

For flood risk activity permits send 1 copy only to enquiries@environment-agency.gov.uk or to the local Environment Agency office for where the work is proposed to be carried out.

Or

Permitting Support, NPS Sheffield
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

☐

No thank you

☐

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£ _____

Appendix 1 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

Date of birth information in this appendix will not be put onto our Public Register

Are you applying as an individual, an organisation of individuals (for example, a partnership) or a company (this includes Limited Liability Partnerships)?

An individual

☐ Now go to 2

An organisation of individuals (for example, a partnership)

☐ Now go to 3

A registered company or other corporate body

☐ Now go to 4

2 Applications from an individual

Please give us the following details

Name

Date of birth (DD/MM/YY)

3 Applications from an organisation of individuals or charity

Details of the organisation or charity

If you are an organisation of individuals, please give the date of birth details of the main representative below. If relevant, provide details of other members on a separate sheet and tell us the document reference you have given this sheet.

Name

Date of birth (DD/MM/YY)

Document reference

4 Applications from companies or corporate bodies

Name of the company

Please give the date of birth details for all directors and company secretary if there is one. If relevant, provide those details of other directors on a separate sheet and tell us the document reference you have given this sheet.

Details of company secretary (if relevant) and director/s

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Document reference



Application form

Part B2

Application for an environmental permit

Part B2 – General – new bespoke permit



You will need to use an Adobe Acrobat product to complete this form. The form may not work properly if you use a different pdf reader, such as the one built-in to your internet browser.

Fill in this part of the form together with parts A and F1 if you are applying for a new bespoke permit. You also need to fill in part B2.5, B3, B4, B5, B6, or B7 (this depends on what activities you are applying for).

Please check that this is the latest version of the form available from our website.

Please read through this form and the accompanying Part B2 guidance notes(see https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1102174/Guidance-app-for-an-environmental-permit-part-b2-general-new-bespoke-permit.pdf).

The form can be:

- 1) saved onto a computer and then filled in.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces

It should take less than two hours to fill in this part of the application form.

Contents

- 1 About the permit
- 2 About the site (excludes mobile plant)
- 3 Your ability as an operator
- 4 Consultation
- 5 Supporting information
- 6 Environmental risk assessment
- 7 How to contact us

Appendix 1 – Low impact installation checklist

Appendix 2 – Date of birth information for Relevant offences and/or Technical ability questions only

1 About the permit

1a Discussions before your application

If you have had discussions with us before your application, including having requested to submit your application in stages, give us the permit reference or details on a separate sheet. Tell us below the reference you have given this extra sheet(s).

Permit or document reference

1 About the permit, continued

1b Is the permit for a site or for mobile plant?

Mobile plant Now go to **question 1c**

Site Now go to **section 2**

Note: The term ‘mobile plant’ does not include mobile sheep dipping units.

Mobile plant only

1c Have we told you during pre-application discussions that we believe that a mobile permit is suitable for your activity?

No

Yes

1d Have there been any changes to your proposal since this discussion?

No Now go to **section 3**

Yes You should send us a description of the activity you want to carry out, highlighting the changes you have made since our pre-application discussions

Document reference

Now go to **section 3**

2 About the site (excludes mobile plant)

2a What is the site name, address, postcode and national grid reference?

Site name

Address

Postcode

National grid reference for the middle of the site, or for water quality/groundwater activities, the discharge point (for example, ST 12345 67890).

2 About the site (excludes mobile plant), continued

2b What type of regulated facility are you applying for?

Note: if you are applying for more than one regulated facility then go to **2c**.

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

What is the national grid reference for the regulated facility (if only one)?

(See the guidance notes on part B2.)

As in 2a above

Different from that in 2a Please fill in the national grid reference below

National grid reference for the regulated facility

Now go to **question 2d**

2c If you are applying for more than one regulated facility on your site, what are their types and their grid references?

See the guidance notes on part B2.

Regulated facility 1

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

2 About the site (excludes mobile plant), continued

Regulated facility 2

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

Use several copies of this page or separate sheets if you have a long list of regulated facilities. Send them to us with your application form. Tell us below the reference you have given these extra sheets.

Document reference

Now go to **question 2d**

2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No

Yes If yes, tell us how you meet the conditions for a low impact installation (**see the guidance notes on part B2** – Appendix 1).

Document reference

Tick the box to confirm you have filled in the low impact installation checklist in **appendix 1** for each regulated facility

2e Treating batteries

Are you planning to treat batteries? (**See the guidance notes on part B2.**)

No

Yes Tell us how you will do this, send us a copy of your explanation and tell us below the reference you have given this explanation

Document reference for the explanation

2 About the site (excludes mobile plant), continued

2f Ship recycling

Is your activity covered by the Ship Recycling Regulations 2015? (**See the guidance notes on part B2.**)

No

Yes Tell us how you will do this. Please send us a copy of your explanation and your facility recycling plan, and tell us below the reference numbers you have given these documents

Document reference for the explanation

Document reference for the facility recycling plan

2g Multi-operator installation

If the site is a multi-operator site (that is there is more than one operator of the installation) then fill in the table below the application reference for each of the other permits.

Table 1 – Other permit application references

3 Your ability as an operator

If you are only applying for a standalone water discharge or for a groundwater activity, you only have to fill in **question 3d**.

3a Relevant offences

Applies to all except standalone surface water discharges and groundwater discharges (**see the guidance notes on part B2**).

Have you, or any other relevant person, been convicted of any relevant offence? (see <https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only>)

No Now go to **question 3b**

Yes Please give details below

3 Your ability as an operator, continued

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard (DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences and tell us below the reference number you have given the extra sheet.

Now go to **question 3b**

Please also complete the details in **Appendix 2**.

3b Technical ability

Relevant waste operations only (see the guidance notes on part B2).

Please indicate which of the two schemes you are using to demonstrate you are technically competent to operate your facility and the evidence you have enclosed to demonstrate this.

ESA/EU skills

Please select one of the following:

I have enclosed a copy of the current Competence Management System certificate

or

We will have a certified Competence Management System within 12 months and have enclosed evidence of the contract with an accredited certification body

3 Your ability as an operator, continued

CIWM/WAMITAB scheme

Your answers below must relate to the person(s) providing technically competent management when the permitted activities start.

Please select **one** of the following:

- I have enclosed a copy of:
the relevant qualification certificate/s
or
evidence of deemed competence
or
Environment Agency assessment
or
evidence of nominated manager status under the transitional provisions for previously exempt activities

and, if deemed competent or Agency-assessed, or nominated manager, or if the original qualification is over two years old:

- I have enclosed a copy of the relevant current continuing competence certificate/s
- The technically competent manager will complete their qualification within four weeks of starting the permitted activities and I have enclosed evidence of their registration with WAMITAB or their EPOC booking as appropriate
- **For medium- and high-risk tier activities other than landfill**
The technically competent manager will complete the qualification within 12 months and I have enclosed evidence of their registration with WAMITAB and, where relevant, EPOC booking. I understand they must complete either four specified units of the relevant qualification or an EPOC within four weeks of the permitted activities commencing

For each technically competent manager please give the following information. If necessary, use a separate sheet to give us these details and tell us below the document reference you have given the extra sheet.

Title (Mr, Mrs, Miss and so on)

First name

Last name

Phone

Mobile

Email

3 Your ability as an operator, continued

Please provide the environmental permit number/s and site address for all other waste operations, (**see part B2 guidance notes**), that the proposed technically competent manager provides technical competence for, including permits held by other operators. Continue on a separate sheet as required.

Permit number	Site address	Postcode

Document reference

Now go to **question 3c**

Please also complete the details in **Appendix 2**.

3c Finances

Installations, waste operations and mining waste operations only.

Please note that if you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

Do you, or any relevant person, or a company in which you (or they) (or any relevant person) were a relevant person, have current or past bankruptcy or insolvency proceedings against you?

No

Yes Please give details below, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed

We may want to contact a credit reference agency for a report about your business's finances.

See **Environmental permits privacy notice - GOV.UK (www.gov.uk)** for how we use your personal information to support environmental permitting.

3 Your ability as an operator, continued

Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

Renewable bonds

Cash deposits with the Environment Agency

Other – provide comprehensive details

Document reference

Provide a cost profile and expenditure plan of your estimated costs throughout the aftercare period of your site.

Document plan reference

Now go to **question 3d**

3d Management systems (all)

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You may show this by using a certified scheme or your own system.

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system.

You need to be able to explain what happens at each site and which parts of the overall management system apply. For example, at some sites you may need to show you are carrying out additional measures to prevent pollution because they are nearer to sensitive locations than others.

For waste and installation permits only: your management system must also explain your resilience to climate change.

You can find guidance on management systems on our website at <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

Tick this box to confirm that you have read the guidance and that your management system will meet our requirements

What management system will you provide for your regulated facility?

ISO 14001

BS 8555 (Phases 1–5)

BS EN ISO 14005:2019

Green dragon

Own management system

EMAS Global

Other

Please send us a summary of the management system you are using and a copy of your accreditation (if applicable) with your application.

Document reference/s

4 Consultation

Fill in 4a to 4c for installations and waste operations and 4d for installations only.

Could the waste operation or installation involve releasing any substance into any of the following?

4a A sewer managed by a sewerage undertaker?

No

Yes Please name the sewerage undertaker

4b A harbour managed by a harbour authority?

No

Yes Please name the harbour authority

4c Directly into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries committee?

No

Yes Please name the fisheries committee

4d Is the installation on a site for which:

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No

Yes

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards Regulations 2015, or a safety report is needed under regulation 7 of those Regulations?

No

Yes

5 Supporting information

5a Provide a plan or plans for the site

But not any mobile plant

Clearly mark the site boundary or discharge point, or both. The site plan must be legible at A4 size, drawn to scale and include a scale bar.

5 Supporting information, continued

Also include site drainage plans, site layout plans, and plant design drawings/process flow diagrams (as required). (**See the guidance notes on part B2.**)

Document reference/s of the plans

5b Provide the relevant sections of a site condition/baseline report if this applies

See the guidance notes on part B2

Document reference of the report

If you are applying for an installation, tick the box to confirm that you have sent in a baseline report

5c Provide a non-technical summary of your application

See the guidance notes on part B2 for what needs to be included.

Document reference of the summary

5d Are you applying for an activity that includes the storage of combustible wastes?

This applies to all activities excluding standalone water and groundwater discharges.

No

Yes Provide a fire prevention plan (**see the guidance notes on part B2**).

Document reference of the plan

6 Environmental risk assessment

Provide an assessment of the risks each of your proposed regulated facilities poses to the environment. The risk assessment must follow the methodology set out in 'Risk assessments for your environmental permit' at **Risk assessments for your environmental permit – GOV.UK (www.gov.uk)** or an equivalent method.

For air dispersion modelling see: **Environmental permitting: air dispersion modelling reports – GOV.UK (www.gov.uk)**

Document reference(s) for the assessments, including modelling reports and files where applicable

7 How to contact us

If you have difficulty using this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: **enquiries@environment-agency.gov.uk**

7 How to contact us, continued

Website: www.gov.uk/government/organisations/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)

Appendix 1 – Low impact installation checklist

Low impact installation criterion (see the Part B2 guidance notes)	Section of supporting document that shows how your proposed activity meets the LII criterion	Do you meet LII criterion?
A – Management techniques		Yes No
B – Wastewater		Yes No
C – Abatement systems/ releases to air		Yes No
D – Emissions to groundwater		Yes No
E – Waste production		Yes No
F – Energy consumption		Yes No
G – Accident prevention		Yes No
H – Noise		Yes No
I – Emissions of polluting substances		Yes No
J – Odours		Yes No
K – Compliance history		Yes No

If you answered 'No' to any of the questions above, your installation cannot be considered as a low impact installation.

Appendix 2 – Date of birth information for Relevant offences and/or Technical ability questions only

Date of birth information in this appendix will not be put onto our Public Register. Continue on a separate sheet if necessary

1. Relevant Offences – date of birth information for relevant persons(s)

Please give us the following details if you have answered 'Yes' to question 3a

Name

Date of birth (DD/MM/YYYY)

2. Technical ability – date of birth information for technically competent manager(s)

Please give us the following details (relevant waste operations only)

Name

Date of birth (DD/MM/YYYY)



Application form

Part B4

Application for an environmental permit

Part B4 – New bespoke waste operation permit



Fill in this part of the form, together with parts A, B2 and F1, if you are applying for a new bespoke permit for a waste operation. Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it.

You can apply online for waste bespoke environmental permits.

Apply online for an environmental permit.

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

It will take less than three hours to fill in this part of the application form.

Contents

- 1 What waste operations are you applying for?
- 2 Point source emissions to air, water and land
- 3 Operating techniques
- 4 Monitoring
- 5 How to contact us

Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

1 What waste operations are you applying for?

Fill in Table 1a with details of what you are applying for.

Fill in a separate table for each waste operation you are applying for. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference

Types of waste accepted

For each line in Table 1a, fill in a separate document to list those wastes you will accept on the site for that operation, giving the List of Wastes catalogue code (search for 'Technical guidance on how to assess and classify waste' at www.gov.uk/government/organisations/environment-agency). If you need to exclude waste from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

1 What waste operations are you applying for?, continued**Table 1a – Waste operations which do not form part of an installation**

Name of the waste operation	Description of the waste operation	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies) (See note 1)	Non-hazardous waste treatment capacity (if this applies) (See note 1)
Add extra rows if you need them. If you do not have enough room, go to the line below or send a separate document and give us the document reference here	Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do			
For all waste operations	Total storage capacity (see note 2)			
	Annual throughput (tonnes each year)			

Notes

1 By 'capacity', we mean:

- the total landfill capacity (cubic metres) for landfills
- the total treatment capacity (tonnes each day) for waste treatment
- the total storage capacity (tonnes) for waste-storage operations

2 By 'total storage capacity', we mean the maximum amount of waste in tonnes you store on the site at any one time.

1 What waste operations are you applying to vary?, continued

Please provide the document reference. You can use Table 1b as a template.

If you want to accept any waste with a code ending in 99, you must provide more information and a full description of the waste in the document, (for example, detailing the source, nature and composition of the waste). Where you only want to receive specific wastes within a waste code you can provide further details of the waste you want to receive. Where a waste is dual coded you should use both codes for the waste.

Document reference

Table 1b – Template example – types of waste accepted and restrictions

Waste code	Description of the waste
Example	Example
02 01 08*	Agrochemical waste containing hazardous substances
18 01 03*	Infectious clinical waste, not contaminated with chemicals or medicines – human healthcare (may contain sharps) for alternative treatment
17 05 03*/17 06 05*	Non-hazardous soil from construction or demolition contaminated with fragments of asbestos cement sheet

1c Deposit for recovery purposes (see Appendix 4 and the guidance notes on part B4)

Are you applying for a waste recovery activity involving the permanent deposit on waste on land for construction or land reclamation (including landfill restoration)?

No ☐ Go to section 2

Yes ☐

Are you applying for an inert landfill permit that includes a restoration activity using waste?

No ☐ Go to section 2

Yes ☐ Please send us a copy of your restoration plan in accordance with our guidance at <https://www.gov.uk/guidance/landfill-operators-environmental-permits/restore-your-landfill-site>

Have we advised you during pre-application discussions that we believe the activity is waste recovery?

No ☐ Go to section 2

Yes ☐

Have there been any changes to your proposal since the discussions?

No ☐

Yes ☐

Please send us a copy of your waste recovery plan that complies with our guidance at <https://www.gov.uk/guidance/waste-recovery-plans-and-permits>. You need to highlight any changes you have made since your pre-application discussions. Also give us the reference number of the document with your justification.

Please note that there is an additional charge for the assessment of a waste recovery plan that must be submitted as part of this application. For the charge see <https://www.gov.uk/topic/environmental-management/environmental-permits>.

Document reference

2 Point source emissions to air, water and land

Fill in Table 2 below with details of the point source emissions that result from the operating techniques at each of your waste operations.

Fill in one table for each waste operation.

Table 2 – Emissions

Name of the waste operation				
Point source emissions to air				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to water (other than sewers)				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to sewers, effluent treatment plants or other transfers off site				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to land				
Emission point reference and location	Source	Parameter	Quantity	Unit

Supporting information

3 Operating techniques

3a Technical standards

Fill in Table 3a for each waste operation you refer to in Table 1a above and list the ‘appropriate measures’ you are planning to use. If you are using the standards set out in the relevant technical guidance(s) (TGN) there is no need to justify using them within your documents in Table 3a.

You must justify your decisions in a separate document if:

- there is no technical standard
- the technical guidance provides a choice of standards, or
- you plan to use another standard

This justification could include a reference to the Environmental Risk Assessment provided in part B2 of the application form.

Table 3a should summarise:

- the operations undertaken
- the measures you will use to control the emissions from your process, as identified in your risk assessment or the relevant technical guidance
- how you will meet other standards set out in the relevant technical guidance

Table 3a – Technical standards

Fill in a separate table for each waste operation.

Waste operation		
Description of the waste operation Add extra rows if you need them	Appropriate measure (TGN reference)	Document reference (if appropriate)

In all cases, describe the type of facility or operation you are applying for and provide site infrastructure plans, location plans and process flow diagrams or block diagrams to help describe the operations and processes undertaken. Give the document references you use for each plan, diagram and description.

Document reference

3b General requirements

Fill in a separate table for each waste operation.

Table 3b – General requirements

Name of the waste operation	
If the technical guidance or your risk assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references
If the technical guidance or your risk assessment shows that odours are an important issue, send us your odour management plan. If your activity type is listed in the guidance document ‘Control and monitor emissions for your environmental permit’ as needing an odour management plan, or your risk assessment shows that odours are an important issue, you need to send us your odour management plan.	Document reference or references
If the technical guidance or your risk assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references

3 Operating techniques, continued

We may need to ask for management plans or risk assessments in other circumstances based on our regulatory experience. If you are unsure as to whether you need to submit a management plan with your application, please discuss this with the Environment Agency prior to submission.

Search for 'Risk assessment for your environmental permit' at www.gov.uk/government/organisations/environment-agency.

3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. This is as well as the information you may provide in sections 5, 6 and 7. For those activities listed in Table 3c, you must answer the questions in the related document.

Table 3c – Questions for specific sectors

Sector	Appendix
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 1
Inert landfill and deposit of waste on land for construction, land reclamation, restoration or improvement	See the questions in appendix 2

General information

4 Monitoring

4a Describe the measures you use for monitoring emissions by referring to each emission point in Table 2 above

You should also describe any environmental monitoring. Tell us:

- how often you use these measures
- the methods you use
- the procedures you follow to assess the measures

Document reference

4b Point source emissions to air only

Provide an assessment of the sampling locations used to measure point source emissions to air. The assessment must use M1 (search for 'M1 sampling requirements for stack emission monitoring' at www.gov.uk/government/organisations/environment-agency).

Document reference of the assessment

5 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/government/organisations/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

☐

No thank you

☐

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£

Plain English Campaign's Crystal Mark does not apply to appendices 1 to 2.

Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

1 Please provide an accurate and reliable characterisation of your compost like outputs (CLO). This should be based on sampling and analysis of the CLO produced by the treatment (MBT) process over a 12-month period and in accordance with section 2 of TGN 6.15

Document reference

2 Please provide an agricultural benefit assessment for the use of your CLO. This should be based on section 2 of TGN 6.15 and should be signed and dated by an appropriate technical expert

Document reference

3 Please provide a site-specific risk assessment of risks to soil and food chain receptors. This should be based on Schedule 2 of TGN 6.15 and include a map with a green outline showing the boundary of the area being treated and include:

- locations where the waste will be stored and spread
- any spring, well or borehole used to supply water for domestic or food production purposes that is within 250 metres of the area being treated
- any spring, well or borehole not being used for domestic or food production purposes that is within 50 metres of the area being treated
- any European designated sites (candidate or Special Area of Conservation, proposed or Special Protections Area in England and Wales or Ramsar Site) or Sites of Special Scientific Interest (SSSI) which are within 500 metres of the place where waste is to be stored or spread
- the location of public rights of way
- any Groundwater Source Protection Zones
- surface watercourses
- any buildings or houses within 250 metres of the area being treated
- land drains within the boundary

Document reference

4 Are the technical standards and measures fully in line with those set out in section 3 of TGN 6.15?

No ☐ Provide justification for departure from TGN 6.15 and a copy of the proposed technical standards, measures or procedures

Document reference

Yes ☐

Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

1 Please provide your Environmental Setting and Site Design (ESSD) report

Document reference

Note: You should use the Environment Agency template to help you develop an environmental setting and site design (ESSD) report.

2 Please provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)

Document reference

3 Have you provided a hydrogeological risk assessment (HRA) for the site?

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

4 Have you completed an outline engineering plan for the site?

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

5 Have you provided a stability risk assessment (SRA) for your site?

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations, continued

6 Have you completed a monitoring plan for the site?

No ☐ Please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ Document reference

7 Have you completed a plan for closing the site and procedures for looking after the site once it has closed?

No ☐ If no for deposit for recovery activities please refer to the section of your ESSD that explains why this is unnecessary for your site

Yes ☐ For inert waste landfill you must provide a closure plan

Document reference

Spreading waste to support plant growth

8a Does the activity involve the deposit of waste to create or treat a growing medium (R10 for land treatment)?

No ☐

Yes ☐

8b If you answered 'yes' to question 8a, does the R10 activity include the spreading of waste to improve the quality of the growing medium (e.g. soil conditioner to improve existing soil profile)?

No ☐

Yes ☐ Go to question 8c

8c If you have answered 'Yes' to question 8b, have you completed a benefit statement?

No ☐ Please explain why

Document reference

Yes ☐

Note: Refer to our guidance when completing your statement (including EPR 8.01, section 6).



Application Form

Part F1

Application for an environmental permit Part F1 – Charges and declarations



We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as the PDF reader built into your internet browser

Fill in this part for all applications for:

- installations (excluding new permit and variation applications for intensive farming. Use application form Part B3.5 or C3.5 instead)
- waste operations
- mining waste operations
- medium combustion plant
- specified generators
- water discharges (excluding treated domestic sewage effluent discharges of up to 15 cubic metres (15m³) a day into ground or up to 20 cubic metres (20m³) a day to surface water)
- groundwater activities (excluding small discharges of 15m³ per day or less if using Part B6.5 OR existing small discharges to Source Protection Zone1 if using Part B6.6)

Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

We anticipate it will take less than 3 hours to fill in this form if you have all the necessary information available.

Contents

- 1 Working out charges**
- 2 Payment**
- 3 Privacy notice**
- 4 Confidentiality and national security**
- 5 Declaration**
- 6 Application checklist**
- 7 How to contact us**
- 8 Where to send your application**

1 Working out charges

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

You have to submit an application fee with your application. For guidance on the fee and how to pay your charges, please see our charging guidance (<https://www.gov.uk/government/publications/environmental-permitting-charges-guidance>) and the current charging scheme <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>. You can also contact us for pre-application advice to help work out the charges.

Please note that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Table 1 – Type and number of facilities being applied for

For example, if you are submitting one installation application, enter the number one into the first column.

Installation	Waste	Mining waste	Medium Combustion Plant (MCP)/ Specified Generator (SG)	Water discharge	Groundwater activity

Table 2 – General application charge (A)

Charge activity reference from the charging scheme tables	Charge activity description from the charging scheme tables	What are you applying for? For example, a new permit, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer	Amount
e.g. 1.17.3	e.g. Section 5.2 – landfill for hazardous waste	e.g. transfer application	e.g. £5,561
Total A			

1 Working out charges, continued

Table 3 – Additional assessment charges (B)

Part 1.19 Charges for plans and assessments			Tick appropriate
Reference	Plan or assessment	Charge	
1.19.1	Waste recovery plan or variation or revision of a waste recovery plan.	£1,231	
1.19.2	Habitats assessment (except where the application activity is a flood risk activity, water discharge or groundwater activity).	£779	
1.19.3	Fire prevention plan (except where the application activity is a farming installation).	£1,241	
1.19.4	Pests management plan (except where the application activity is a farming installation).	£1,241	
1.19.5	Emissions management plan (except where the application activity is a farming installation).	£1,241	
1.19.6	Odour management plan (except where the application activity is a farming installation).	£1,246	
1.19.7	Noise and vibration management plan (except where the application activity is a farming installation).	£1,246	
1.19.8	Ammonia modelling assessment	£620	
1.19.9	Dust and bio-aerosol management plan.	£620	
1.19.10	Habitats assessment for discharges to water and groundwater activities.	£2,035	
1.19.11	Specific Substances Assessment for a water discharge activity to surface water.	£3,774	
1.19.12	Specific Substances Assessment for a groundwater activity.	£1,546	
1.19.13	Advertising	£500	
Total B			

Total charges

Add the total charges from Table 1 to the total charges from Table 2 (total A plus total B)

2 Payment

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

Tick below to show how you have paid.

Cheque

Credit or debit card

Electronic transfer (for example, BACS)

Cheques

You should make cheques payable to 'Environment Agency' and make sure they have 'A/c Payee' written across them if it is not already printed on.

2 Payment, continued

Please write the name of your company and application reference number on the back of your cheque. We will not accept cheques with a future date on them.

Credit/debit cards

If you are paying by credit or with debit card we will call you. We can accept payments by Visa, MasterCard or Maestro card only.

Call me to arrange payment by debit or credit card

Electronic transfer BACS

If you choose to pay by electronic transfer, you will need to use the following information to make your payment:

Company name	Environment Agency
Company address	SSCL (Environment Agency), PO Box 797, Newport Gwent, NP10 8FZ
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA RECEIPTS
Payment reference number	PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPPWASTE (Waste), PSCAPPINST (Installation), PSCAPPWQ (Water Quality) (to reflect the facility type) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to ea_fsc_ar@gov.sscl.com.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWBK60708010014411 and our SWIFTBIC number is NWBKGB2L.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Provide a unique reference number for the application, i.e. do not only use the company name only

State who is paying (full name and whether this is the agent/applicant/other)

Fee paid

£ _____

Date payment sent (DD/MM/YYYY)

3 Privacy notice

The Environment Agency runs the environmental permit application service.

See <https://www.gov.uk/guidance/environmental-permits-privacy-notice> for how we use your personal information in services to support environmental permitting.

4 Confidentiality and national security

Confidentiality

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential.

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application. You can find guidance on confidentiality in ‘Environmental permitting guidance: core guidance’, published by Defra and available at <https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2>.

Only tick the box below if you wish to claim confidentiality for parts of your application

Please treat the specified information in my application as confidential

National security

You can tell the Secretary of State that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’, published by Defra and available at <https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2>

You cannot apply for national security via this application.

Now fill in section 5

5 Declaration

If you knowingly or recklessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration. You must fill in the declaration directly below; the person receiving the permit must fill in the declaration under the heading ‘For transfers only’.

5 Declaration, continued

Note: we will issue a letter to both current and new holders to confirm the transfer. If you are changing address we will need to send this letter to your new address; therefore please tell us your new address in a separate letter.

If you are unable to trace one or more of the current permit holders please see below under the transfers declaration.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

Name

Title

First name

Last name

on behalf of (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, a company or organisation and so on)

Today's date (DD/MM/YYYY)

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

I declare that the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

5 Declaration, continued

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name

Title

First name

Last name

on behalf of (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, a company or organisation and so on)

Today's date (DD/MM/YYYY)

Now go to section 6

6 Application checklist

You must fill in this section.

If your application is not complete, we will return it to you. If you aren't sure about what you need to send, contact us before you submit your application. For further information on pre-application advice, see <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

You must do the following:

- Complete legibly all parts of the application form that are relevant to you and your activities

- Identify relevant supporting information in the form and send it with the application

- List all the documents you are sending in the table below.

- For new permit applications or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1

- Provide a supporting letter for any claim that information is confidential

- Get the declaration completed by a relevant person (not an agent)

- Send the correct fee

6 Application checklist, continued

Continue on an extra sheet if necessary.

[illegible]

Document reference

7 How to contact us

If you have difficulty filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422549 (Monday to Friday, 8am to 6pm)

Email: [**enquiries@environment-agency.gov.uk**](mailto:enquiries@environment-agency.gov.uk)

Website: [**www.gov.uk/government/organisations/environment-agency**](http://www.gov.uk/government/organisations/environment-agency)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

8 Where to send your application

For how many copies to send see the guidance note on part F1.

Please send your filled in application form and supporting documents to:

For water discharges and groundwater activities by email to

[**PSC-WaterQuality@environment-agency.gov.uk**](mailto:PSC-WaterQuality@environment-agency.gov.uk)

For waste, installations, medium combustion plant and specified generators by email to

[**PSC@environment-agency.gov.uk**](mailto:PSC@environment-agency.gov.uk)

For large electronic documents (too large for email attachment) you can upload your applications to file sharing sites and send us a link to download the documents. Alternatively, you can send more than one email with documents attached.

Or by post to:

Permitting Support, NPS Sheffield
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in the Part A form).

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

We will use your feedback to improve our forms and guidance notes.

Would you like a reply to your feedback?

Yes please

No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)



Appendix 1

Site Condition Report



Site Condition Report, Part 1 October 2024

1.0 Site Details	
Name of the applicant	Elis UK Ltd
Activity address	7-8 Roydonbury Industrial Estate Horsecroft Road Harlow CM19 5BZ (Site).
National grid reference	TL 42437 09635
Document reference and dates for Site Condition Report at permit application and surrender	Site Condition Report, Part 1, March 2024
Document references for site plans	Permit Boundary Plan Drawing No. 21/012o 001

2.0 Condition of the land at permit issue	
Environmental setting including: <ul style="list-style-type: none"> • Geology • Hydrogeology • Surface waters 	<p><u>Superficial Geology:</u> Superficial deposits Lowestoft Formation - Diamicton. Sedimentary superficial deposit formed between 480 and 423 thousand years ago during the Quaternary period.</p> <p><u>Bedrock Geology:</u> London Clay Formation - Clay, silt and sand. Sedimentary bedrock formed between 56 and 47.8 million years ago during the Palaeogene period. The Site is on a Secondary A Bedrock aquifer.</p> <p>The Site is located on a Secondary (undifferentiated) superficial aquifer</p> <p>There are no surface water features on Site.</p>
Pollution history including: <ul style="list-style-type: none"> • Pollution incidents that may have affected land • Historical land-uses and associated contaminants • Any visual/olfactory evidence of existing contamination • Evidence of damage to pollution prevention measures 	<p>No information on any pollution incidents has been identified which may have affected the state of the land.</p> <p>No visual or olfactory evidence of any existing contamination has been identified on the Site.</p>
Evidence of historic contamination, for example, historical site investigation, assessment, remediation, and verification reports (where available)	<p>No records of historical site investigations, reports or remediation were available for this area of the site at the time of completing this Site Condition Report.</p> <p>Google Earth was used to determine whether there have been any historical contaminative industrial uses on the Site. Since at least 2000, the site has remained as a small industrial complex, adjacent to a road and agricultural fields.</p>
Baseline soil and groundwater reference data	N/A
Supporting information	N/A



Site Reconnaissance Report (a site visit was not possible; therefore, this information is based on what has been reported to us by the operator in October 2024)	
Access arrangements	The Site is accessed directly via Horsecroft Road.
Site layout including presence and condition of above and below ground buildings/structures etc.	The wider site comprises a recently refurbished 1980s built detached industrial/warehouse unit incorporating a two-storey office and staff accommodation. The warehouse area provides clear span space accessed via 2 new full height loading doors situated to both ends of the property. Externally, the property benefits from a secure fenced and gated yard. The site boundary is surrounded with fencing and hedging to the north.
Evidence of disturbed land, discoloured soil or water, subsidence, above ground deposits etc.	The Site is an intact concrete surface with no evidence of disturbed land. There is no evidence of soil or water discolouration in the land.
Vegetation type and signs of distress or absence where it might be expected	There is no evidence of stress in the vegetation present around the boundary of the permitted area.
Significant odours from the land	No odours were detected from the Site itself or the materials on the Site.
Liquid discharges from the site	There are no point source liquid discharges from the Site.
Direction and flow of surface water run-off and presence of ponding	The Site has impermeable concrete surfacing. Any surface water is contained with kerbing which has been placed so any surface water runoff is contained within the storage areas.
Land uses in the vicinity of the site	Surrounding land-use is predominantly industrial units. The closest residential housing is approximately 325m northwest of the Site. Harlow Greyhound Stadium is located 250m to the northeast.
Presence and condition of surface water features	There are no surface water features present within the Site boundary. The closet surface water feature to the Site is a pond located 150m to the southwest.
Evidence of any accidental/uncontrolled releases at the site (previous or current)	There is no evidence of any pollution on the Site from any accidental or uncontrolled releases.
Identify potential access constraints e.g., overhead cables, location of machinery, operations at the site.	No potential access constraints were identified.
Evidence of historic contamination, for example, historical site investigation, assessment, remediation, and verification reports (where available)	No records of historical site investigations, reports or remediation were available for the area of this Site. Google Earth was used to determine whether there have been any historical contaminative industrial uses on the Site. The site has been used as a business park since at least 2000.
Baseline soil and groundwater reference data	No baseline soil or groundwater reference data is available.



3.0 Permitted activities	
Permitted activities	Storage and transfer of select non-hazardous healthcare and washroom waste.
Non-permitted activities undertaken	N/A
Document references for:	Permit Boundary Plan Drawing No. 21/012o 001



Appendix 2

Environmental Risk Assessment



1. Environmental Risk Assessment

1.1. The waste operations of storage and transfer of washroom waste are carried out at 7-8 Roydonbury Industrial Estate, Horsecroft Road, Harlow, CM19 5BZ (The Site).

1.2. This Environmental Risk Assessment is based off the following Site conditions and receptors:

- The wider land use surrounding the Site is largely industrial (Roydonbury Industrial Estate) with some agricultural land use.
- Hunsdown Mead SSSI lies approximately 950 metres to the north of the site.
- The nearest residential housing is approximately 1km east of the Site.
- The Site is located on impermeable concrete surfacing.

Receptor	Source	Harm	Pathway	Probability of occurring	Consequence	Magnitude of risk	Justification for magnitude	Risk Management	Residual risk
Local human population	Releases of particulate matter (dusts) and infectious micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness. Nuisance dust	Air transport then inhalation /deposition	Low	Medium	Low	The is negligible risk of dust generation from the waste activities proposed.	Dusty wastes will not be accepted to Site. All waste will be double bagged and stored in sealed containers.	Negligible
Local human population, livestock and wildlife	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition.	Low	Medium	Low	The waste types have low litter potential.	As above	Negligible
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Low	Low	Low	Road safety, local residents often sensitive to mud on roads. Waste does not pose a risk of mud.	Vehicles and sites are by their nature likely to be sited in industrial area and thus paved. Vehicle movements will be daily	Very low



Receptor	Source	Harm	Pathway	Probability of occurring	Consequence	Magnitude of risk	Justification for magnitude	Risk Management	Residual risk
								rather than hourly.	
Local human population	Odour	Nuisance, loss of amenity.	Air transport then inhalation.	Medium	Medium	Low	Waste has potential for odour.	The waste arrives on Site double bagged and is stored in a sealed bin. The triple containment of the waste will provide mitigation against odour. Sanitary waste will be stored on Site for less than 7 days.	Low
Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Low	Medium	Low	Local residents often sensitive to noise and vibration. Waste activities are unlikely to produce noise.	Vehicles accessing the site will be well maintained to reduce the production of excessive noise from vehicle movements. The site will employ a no idling policy.	Low
Local human population	Scavenging animals and scavenging birds or pests.	Harm to human health - from waste carried off site. Nuisance	Air transport and over land	Low	High	Medium	Permitted wastes do not include putrescible materials and	All waste will be double bagged and in sealed containers.	Low



Receptor	Source	Harm	Pathway	Probability of occurring	Consequence	Magnitude of risk	Justification for magnitude	Risk Management	Residual risk
		and loss of amenity.					therefore unlikely to attract scavenging animals, birds or pests.	Sanitary waste will be stored for less than 7 days. Sharps and medicines will be stored for less than 1 month.	
Local human population	Flooding from site	If waste is washed off site it may contaminate buildings / gardens / natural habitats downstream.	Floodwaters	Low	Medium	Low	Waste is stored in sealed containers with lids and double bagged.	All waste will be double bagged and in sealed containers.	Very low
Local human population and / or livestock after gaining unauthorised access to the waste operation	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Low	Low	Low	No plant, associated with the waste activity, will be used/stored on site.	All waste will be double bagged and in sealed containers.	Very low
Local human population and local environment.	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, firefighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches.	Medium	Medium	Medium	Waste types are stored in separate bins and are not highly combustible.	Site will be secure at all times. All waste will be double bagged and in sealed containers.	Low



Receptor	Source	Harm	Pathway	Probability of occurring	Consequence	Magnitude of risk	Justification for magnitude	Risk Management	Residual risk
Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff or firefighters. Pollution of water or land.	As above	Low	Medium	Low	Risk of accidental combustion of waste is low.	As above. Other activities undertaken on the Site do not include fires or hot works.	Low
All surface waters close to and downstream of site.	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste.	Acute effects: oxygen depletion, fish kill and algal blooms Chronic effects: deterioration of water quality	Direct run-off from site across ground surface, via surface water drains, ditches etc. Indirect run-off via the soil layer	Low	Medium	Low	It is not anticipated that there would be any leachate/run off from the waste. Waste is contained in bags within sealed containers.	All waste will be double bagged and in sealed containers. Waste will be stored on concrete. The EMS will contain a waste acceptance procedure. This procedure will be implemented to ensure liquid wastes are not accepted onto Site and contravening wastes are removed.	Very low
Abstraction from watercourse downstream of facility (for	As above	Acute effects, closure of abstraction intakes.	Direct run-off from site across ground surface, via surface water drains,	Low	Low	Low	As above.	As above	Very low



Receptor	Source	Harm	Pathway	Probability of occurring	Consequence	Magnitude of risk	Justification for magnitude	Risk Management	Residual risk
agricultural or potable use).			ditches etc. then abstraction.						
Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/groundwater then extraction at borehole.	Low	Low	Low	As above.	As above	Very low
Local human population	Contaminated waters used for recreational purposes	Harm to human health - skin damage or gastro-intestinal illness.	Direct contact or ingestion	low	Low	Low	Unlikely due to scale and nature of the wastes stored, containment of the waste and no leachate/run off from the waste.	Waste will be triple contained. Site will be secured to unauthorised human entry.	Very low
Protected sites - European sites, SSSIs, SACs SPAs, Ramsar Sites, Protected Species or Local Wildlife Sites	Any	Harm to wildlife through toxic contamination, nutrient enrichment, disturbance etc.	Any	Low	Medium	Medium	Hunsdown Mead SSSI lies approximately 950metres to the north of the site. It is considered that there would be insignificant harm due to the nature of waste Operations on Site. Waste operations are unlikely to	Waste will be triple contained. Site will be secured to unauthorised human entry.	Low



Receptor	Source	Harm	Pathway	Probability of occurring	Consequence	Magnitude of risk	Justification for magnitude	Risk Management	Residual risk
							produce noise. Waste Operations are unlikely to produce dust.		





Appendix 3

Evidence of Enrolment



CIWM

CIWM (WAMITAB)
Qualifications



HSEC Services

PROVIDING A BESPOKE WASTE MANAGEMENT EXPERIENCE



01502 712209



6b The Walk, Beccles, Suffolk NR34 9AJ

info@hsecservices.co.uk



www.hsecservices.co.uk

Mr Gary Wilson
Elis UK Ltd
Park Lane
Birmingham
B21 8LE

19/02/2025

Notification of Registration with CIWM (WAMITAB) and Health, Safety & Environmental Compliance Services Limited.

Dear Mr Gary Wilson

We are pleased to confirm that you have been registered with Health, Safety & Environmental Compliance Services Ltd and the Awarding Organisation "CIWM (WAMITAB)" for the below award / unit:

MROC16 – CIWM (WAMITAB) Level 4 Medium Risk Operator Competence for Non-Hazardous Clinical Waste Transfer

Please see below registration numbers and dates that you will be required to provide, when contacting either the Centre or the Awarding Organisation – CIWM (WAMITAB).

- ✓ **Centre Delegate Number:** H00426S
- ✓ **CIWM (WAMITAB) Registration Number:** 137618
- ✓ **CIWM (WAMITAB) Registration Date:** 18/02/2025
- ✓ **Expiry Date:** 17/02/2027

You now have 24 months from the above mentioned CIWM (WAMITAB) registration date to achieve your chosen award.

Your allocated Assessor will be in touch over the coming weeks to schedule your induction. Your Assessor will run through how the e-portfolio works and what is required to achieve your qualification.

Please let us know if any information transmitted to you, such as address and most importantly names are incorrect as this is how your name will appear on any certificate claimed. Additionally, if any personal information changes such as home address or place of work please contact admin@hsecservices.co.uk at your earliest opportunity, or alternatively complete "HSEC0155 – Change of details" which can be sent via a postal service and can be found in section 'Resources – WAMITAB Learner Guidance' in your e-portfolio.

These details will remain on file for the duration of your chosen qualification and for a period as outlined in "HSEC0023 - GDPR Policy".

Good luck in the completion of your qualification, remember if you need anything or you have any queries don't hesitate to contact us.

Yours sincerely

Ben Saville
Director / Centre Manager



Company Registration Number: 1123 7054



VAT Registration Number: 9467 63185



CIWM

CIWM (WAMITAB)
Qualifications



HSEC Services

PROVIDING A BESPOKE WASTE MANAGEMENT EXPERIENCE



01502 712209



6b The Walk, Beccles, Suffolk NR34 9AJ

info@hsecservices.co.uk



www.hsecservices.co.uk

Mr James Pownceby
Elis UK Ltd
Temple Bank
River Way
Harlow
CM20 2DY

19/02/2025

Notification of Registration with CIWM (WAMITAB) and Health, Safety & Environmental Compliance Services Limited.

Dear Mr James Pownceby

We are pleased to confirm that you have been registered with Health, Safety & Environmental Compliance Services Ltd and the Awarding Organisation "CIWM (WAMITAB)" for the below award / unit:

MROC16 – CIWM (WAMITAB) Level 4 Medium Risk Operator Competence for Non-Hazardous Clinical Waste Transfer

Please see below registration numbers and dates that you will be required to provide, when contacting either the Centre or the Awarding Organisation – CIWM (WAMITAB).

- ✓ **Centre Delegate Number:** H00773S
- ✓ **CIWM (WAMITAB) Registration Number:** 139810
- ✓ **CIWM (WAMITAB) Registration Date:** 18/02/2025
- ✓ **Expiry Date:** 17/02/2027

You now have 24 months from the above mentioned CIWM (WAMITAB) registration date to achieve your chosen award.

Your allocated Assessor will be in touch over the coming weeks to schedule your induction. Your Assessor will run through how the e-portfolio works and what is required to achieve your qualification.

Please let us know if any information transmitted to you, such as address and most importantly names are incorrect as this is how your name will appear on any certificate claimed. Additionally, if any personal information changes such as home address or place of work please contact admin@hsecservices.co.uk at your earliest opportunity, or alternatively complete "HSEC0155 – Change of details" which can be sent via a postal service and can be found in section 'Resources – WAMITAB Learner Guidance' in your e-portfolio.

These details will remain on file for the duration of your chosen qualification and for a period as outlined in "HSEC0023 - GDPR Policy".

Good luck in the completion of your qualification, remember if you need anything or you have any queries don't hesitate to contact us.

Yours sincerely

B. Saville

Ben Saville
Director / Centre Manager



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Appendix 4

Waste Acceptance Procedure

		ENVIRONMENTAL MANAGEMENT SYSTEM- UK	EM 2.1
Waste Acceptance			
LEGAL REQUIREMENT: Environmental permitting regulations 2016.			
Purpose: To ensure that all sites covered by this EMS only accept appropriate waste types and that all necessary checks are made prior to acceptance of the waste on site.			
		RESPONSIBLE PERSON	RECORD
	<u>Environmental Permits and Waste Codes</u>		
1.	The Environmental Permits contain the list of waste types that are permitted to be accepted at the sites.	All	
2.	Tables containing the codes and descriptions of waste types that are permitted to be accepted by Elis UK Ltd is included at the end of this procedure, see Table 2.1.1 Permitted Waste Types England, Table 2.1.2 Permitted Waste Types Wales, and Table 2.1.3 Permitted Waste Types Scotland.		Table 2.1.1 Permitted Waste Types England Table 2.1.2 Permitted Waste Types Wales Table 2.1.3 Permitted Waste Types Scotland
3.	Any items found within the waste that are not acceptable under the Environmental Permit are rejected in accordance with the Waste Rejection Procedure, see Procedure No. 2.3 Waste Rejection.	Site Operative	Procedure No. 2.2 Waste Rejection
4.	The Environmental Permits allow no more than 1,000 tonnes of waste per annum to be accepted on to a site.	Site Manager	Appendix B.1 Environmental Permits
	<u>Waste Pre-Acceptance Process</u>		
5.	Prior to the collection of any waste from a customer, information is obtained about the waste so that an assessment can be made about the suitability of the waste. The following information will be obtained, in writing, from the customer: <ul style="list-style-type: none">• Details of the waste producer (type of establishment, address and contact details).• Specific source of the waste (for example washrooms).• Details of the waste itself:<ul style="list-style-type: none">○ Types of waste / composition.○ Typical quantities.○ Physical form.		
6.	An audit of the customer must be carried out to obtain the following information which will be collated into an audit report: <ul style="list-style-type: none">• Name address and contact details of the health care waste practise.• The type of practice, for example hospital veterinary clinic, general practice.• Dates for when the audit started and ended.• A description of the audit, the procedures employed, the auditors, their affiliation and their competence.• It must also include a list of the different wards, departments or functional areas that exist within the premises. This should detail all the specific processes producing the relevant wastes at the practice for example pharmacy, primary care, dental acute or laboratory.		

		RESPONSIBLE PERSON	RECORD
	<ul style="list-style-type: none"> The audit report must identify and list which waste types are produced by each ward, department or area within the premises. For each of the waste types identified and listed by unit, department or area the audit report must detail: <ul style="list-style-type: none"> A written description of the waste including its list of waste code. The type and colour coding of the container or packaging the waste is placed in. How the packaging is labelled. The physical form and composition. Any hazardous properties. The segregation practises for wastes placed in storage areas and bulk containers or carts. Specific storage requirements for example cold storage or freezing. The contents of the representative number of each type of bulk container that were checked visually. Discussions held with staff that established the validity of the segregation and storage standards, and the observation and recording of actual practice. The findings made for each waste stream and where applicable the changes made as a result of this or previous audits. Information on waste policies, staff training, internal audit regimes, and environmental management systems. The estimated quantity of each waste expected to be collected by the operator from the medical practise per year and in a typical load. Confirmation that waste does not contain a radioactive source. Negative sheets for single stream product chemicals, laboratory chemicals or pharmaceuticals [if available]. The waste producer is responsible for making sure that a waste pre acceptance audit is carried out for their premises. The audit will report must not be completed wholly over the phone or using online tools. Physical presence at the practice is needed. The audit will be undertaken prior to acceptance of the first match of waste from each customer. Audit miss then be carried out in accordance with the minimum frequencies: <ul style="list-style-type: none"> every 12 months for each medical practise that produces 5 tonnes or more of clinical waste in any calendar year. Every two years for each veterinary practise dental practise and laboratory that preached uses less than five tonnes a year of clinical waste in any calendar year. Every five years for other health care waste producers The audit report will no longer be valid for pre acceptance purposes if: <ul style="list-style-type: none"> The time intervals are exceeded. If the producer makes significant changes to onsite practises. If the waste changes. If you find that the waste received contains significant non-conformance is to the pre acceptance information The staff doing the assessment for the audit report must have professional skills training and experience required. You must keep records that relate to the pre acceptance of waste for a minimum of three years in a computerised process control system. The operator must be able to get [without unreasonable delay] a copy of the pre acceptance audit report and assessment about any individual producer. 		
7.	An audit does not need to be carried out if the waste comes from a domestic premise, a care home (that does not provide nursing care) or is a healthcare waste from nonhealthcare activities coded under chapter 20 of the LOW.		
	<u>Collection from customer site</u>		

		RESPONSIBLE PERSON	RECORD
8.	Waste loads are determined whether they can be accepted upon collection from the customer premises.		
9.	Visual inspections are made at the collection point by the driver arriving at a customer site to collect the waste.		
10.	Bags containing washroom waste are visually inspected to confirm the description.		
11.	Non-hazardous sharps and medicine waste is collected separately in individual colour coded containers. These containers are securely sealed making difficult to open each container to check the contents. In these instances, checks are made to confirm the waste is appropriate for storage based on its colour-coded packaging. Colour-coded packaging is visually inspected for damage.		
12.	If waste bins containing sharps or medicine waste are damaged, they will not be accepted.		
13.	If unsure whether to accept a load, consult the permitted waste types tables and then the sites Manager if necessary.		Table 2.1.1 Permitted Waste Types England Table 2.1.2 Permitted Waste Types Wales Table 2.1.3 Permitted Waste Types Scotland
14.	If the driver suspects that unsuitable waste or malodorous odours are present, then you must: <ul style="list-style-type: none"> • Inform the site manager • Inform the customer • Not collect the waste • Issue a Waste Rejection Form 		Procedure No. 2.2 Waste Rejection
15.	Before waste is collected it will be double bagged.		
16.	Bags containing waste will be taken out of sanitary bins at customer sites and collectively placed into a larger bag. Only wastes from that customers site will be placed into a larger bag together.		
17.	Before removing the waste from the customer, the driver will need to provide the customer with a Waste Transfer Note with a description matching the load.		Waste Transfer Note
18.	A Seasonal Waste Transfer Note is a document that covers transfers for up to twelve months and may be given to customers who provide consistently generated waste.		Seasonal Waste Transfer Note
19.	A copy of all Waste Transfer Notes given to customers will be kept on the relevant Elis site for their records.		
	<u>Waste Transfer Notes</u>		
20.	Drivers of vehicles collecting waste must ensure a completed Waste Transfer Note is provided to the client before leaving unless a Season Waste Transfer Note has been provided.	Site Operative	Waste Transfer Note

		RESPONSIBLE PERSON	RECORD
21.	Primarily Seasonal Waste Transfer Notes will be provided as Elis UK Limited customers produce consistently generated waste of the same type.	Site Operative	Waste Transfer Note
22.	<p>Waste Transfer Notes must contain the following:</p> <ul style="list-style-type: none"> • Vehicle registration and driver's name and signature. • Waste haulier name and valid waste carrier's registration number. • Name, address (of source site) and signature of the transferor. • Name, address (of destination site) and signature of the person receiving the waste (transferee). • Permit number or exemption reference of the site • Description of waste including waste type, waste source and waste containment. • Tonnages. • List of Waste (LoW) code. • Date and time of waste transfer. • Waste Transfer Note number. • Confirmation that the Waste Hierarchy has been considered. 		
23.	No weighbridge is present on any of the permitted sites so the weight of the waste will be calculated from its volume or estimated by the Operative.	Site Operative	
24.	The volume of waste from each customer site will be logged for the completion of Seasonal Waste Transfer Notes at the end of the 12-month period.		
25.	Waste Transfer Notes will be appropriately stored for a minimum of 2 years.		
	<u>Waste Acceptance onto Elis UK Limited sites</u>		
26.	If any bags have split during transit, they will be re bagged before being placed into secure storage bins.		
27.	If any unsuitable waste (contravening waste types) is found after arriving onto a Elis UK Limited site, it will be placed in the quarantine area before transfer to a suitably licenced facility.		
28.	Waste will be stored for a maximum of five working days in the Quarantine area unless it has the potential to cause significant risk of pollution in which case it will be removed in less than five working days.		
29.	All waste packages received on site will be labelled or marked with a unique identifier. The unique identifier will allow tracking of the waste and easy identification of the producer of the waste, the waste type and date of receipt.		
30.	Once arrived on site the double bagged waste is transferred from the vehicle into secure storage bins.	Site Operative	
31.	The site Manager shall be immediately informed if there are incidents e.g., loss of containment of the waste.	Site Operative	
32.	If the volume of waste stored on any Elis UK Limited site is near to the capacity of the storage bins provided, then the operator may choose to not collect anymore waste until there is sufficient free storage capacity on site.		
	<u>Tracking and Records</u>		
33.	The operator will implement a computerised waste tracking system on the site that will:	Site Manager	

		RESPONSIBLE PERSON	RECORD
	<ul style="list-style-type: none"> • Include information on the capacity of the waste storage areas. • Be able to cross reference all the available waste stream information for a receipt using a unique identifier. • Be updated whenever there is a movement of waste onto or off the site. • Hold the following additional information as a minimum: <ul style="list-style-type: none"> ○ The date the waste arrived on site. ○ The original producers details. ○ A unique reference number. ○ Package type and size. ○ The intended disposal route. ○ Accurate records of the nature and quantity of wastes held on site. ○ Records of where the waste is physically located on site. ○ The names of staff who have taken any decisions about accepting or rejecting waste streams and who have decided on recovery or disposal options. ○ Details that link each healthcare waste container accepted to its consignment or transfer note. ○ Details of any non conformances and rejections. • The tracking system will be able to report: <ul style="list-style-type: none"> ○ The total quantity of waste present on site at any one time. ○ Breakdown by type of the waste quantities that are stored pending transfer off site. ○ Information of where a batch or consignment of waste is located. ○ Quantity of waste on site compared to the limits authorised in the permit. The waste is not weighed and therefore the weight of each consignment of waste will be estimated by the operatives. ○ The length of time the waste has been on site. • Full collections from smaller producers such as doctors surgeries, dental practises or tattoo parlours, the checking system is able to track the waste back to the original load received the facility and provide associated waste acceptance information and records. • Where bags of waste are added to a container the tracking system is able to record this along with the date of the earliest package received. This will be achieved by marking or labelling the container with the unique identifiers of the packages it holds and the earliest receipt date. • The computerised tracking system will be backed up 1'm copies kept off site. Records will be readily accessible. 		
	<u>All Waste Collection Vehicles</u>		
34.	Elis UK Ltd are a registered waste carrier and collect waste from their customers washrooms.		
35.	All third-party hauliers used for transporting waste off site must be a registered waste carrier.	Site Operative	Waste Transfer Note
36.	Details of third-party haulier waste carrier registrations will be retained in the Site office.	Site Operative	
37.	Periodic checks should be completed on waste carrier registration certificates of third-party hauliers to ensure they remain valid. If the registration has expired, a copy of the renewed registration is requested.	Site Operative	
	<u>Consequences</u>		
38.	The consequence of not following this procedure may result in unsuitable waste being accepted on to the sites. This may constitute a breach in the conditions of the Environmental Permits, in addition to causing potential contamination of the sites		

Table 2.1.1 Permitted Waste Types England

Waste Code	Description
18	Healthcare waste
18 01	Natal care – diagnosis – treatment or prevention of disease in humans
18 01 01	Sharps (except 18 01 03)
18 01 04	Waste whose collection and disposal is not subject to special requirements in order to prevent infection (for example dressings, plaster casts, linen, disposable clothing, diapers)
18 01 09	Medicines other than those mentioned in 18 01 08
18 02 01	Sharps (except 18 02 02)
18 02 08	Medicines other than those mentioned in 18 02 07
20	Municipal and similar materials from commerce and industry
20 01	Separately collected fractions (except 15 01)
20 01 32	Medicines other than those mentioned in 20 01 31
20 01 99	Other fractions not otherwise specified

Table 2.1.2 Permitted Waste Types Wales

Waste code	Description
18	Healthcare waste
18 01	Natal care – diagnosis – treatment or prevention of disease in humans
18 01 01	Sharps (except 18 01 03)
18 01 04	Waste whose collection and disposal is not subject to special requirements in order to prevent infection (for example dressings, plaster casts, linen, disposable clothing, diapers) Feminine hygiene products, nappies, bandages, and similar items.
18 01 09	Medicines other than those mentioned in 18 01 08
18 02	Research – diagnosis – treatment or prevention of disease involving animals
18 02 01	Sharps (except 18 02 02)
18 02 08	Medicines other than those mentioned in 18 02 07
20	Municipal and similar materials from commerce and industry
20 01	Separately collected fractions (except 15 01)
20 01 32	Medicines other than those mentioned in 20 01 31
20 01 99	Non-infectious sharps, dead animals, vomit, feminine hygiene products, nappies, bandages, and similar items. Or other non-hazardous fractions not otherwise specified.

Table 2.1.3 Permitted Waste Types Scotland

Waste Code	Description
15	Packaging, Absorbents, Wiping Cloths and Filters
15 01	Packaging (including separately collected municipal packaging waste)
15 01 10	Packaging containing residues of or contaminated by hazardous substances
18	Healthcare waste
18 01	Natal care – diagnosis – treatment or prevention of disease in humans
18 01 01	Sharps (except 18 01 03)
18 01 04	Waste whose collection and disposal is not subject to special requirements in order to prevent infection (for example dressings, plaster casts, linen, disposable clothing, diapers)
18 01 09	Medicines other than those mentioned in 18 01 08
18 02 01	Sharps (except 18 02 02)
18 02 08	Medicines other than those mentioned in 18 02 07
20	Municipal and similar materials from commerce and industry
20 01	Separately collected fractions (except 15 01)
20 01 32	Medicines other than those mentioned in 20 01 31
20 01 99	Other fractions not otherwise specified