

Lakeside MRF Ltd

Environmental Permit Application Report

Lakeside MRF Ltd

Coventry Recycling Facility, Templar Avenue,
Off Torrington Avenue, Coventry,
West Midlands,
CV4 9AP.



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

**Document Control Table**

Project Reference	25/008a
Project Title	Bespoke Permit Application
Document Title	Environmental Permit Application Report
Document Issue Date	24 October 2025
Client	Lakeside MRF Ltd
Status	Issued

Change log

Version	Changes	Produced by	Checked by	Date
1	Original Application Report	Vicky Cawley	Tracey Westbury	24 October 2025



Contents

1. Introduction4

2. Site Location and setting.....5

3. Receptor Sensitivity and Emission Management6

4. Operator Details8

5. Site Management9

6. Non-technical summary 13

7. List of waste codes 15

Tables

Table 2.1: Sensitive Receptors within 1km of the Site boundary 6

Table 4.1 Company Details..... 8

Table 4.2 Company Directors 8

Table 6.1 List of Waste Activities 13

Table 7.1 Waste Codes List..... 15

Table 7.2 Waste Code List..... 15

Application Forms

- Part A
- Part C2
- Part C4
- Part F1

Drawings

- 25/008a 002 Site Layout Plan
- 25/008a 003 Sensitive Receptors
- 25/008a 004 Drainage Plan

Appendices

- Appendix 1 Dust Management Plan
- Appendix 2 Noise Management Plan
- Appendix 3 Odour Management Plan
- Appendix 4 Fire Prevention Plan



Appendix 5	Evidence of Technically Competent Management
Appendix 6	Environmental Risk Assessment



1. Introduction

- 1.1. Westbury Environmental Limited have been instructed to prepare this Environmental Permit Variation Application for a bespoke Environmental Permit on behalf of Lakeside MRF Ltd (Operator) for a waste treatment facility at Coventry Recycling Facility, Templar Avenue, off Torrington Avenue, Coventry, West Midlands, CV4 9AP (Site).
- 1.2. This household, commercial and industrial waste transfer station facility at the Site currently operates under the conditions of an Environmental Permit reference EPR/KP3598CM (EAWML48250).
- 1.3. This bespoke permit application seeks to increase the annual waste throughput of the Site and add further waste codes to the list of wastes accepted at the Site.
- 1.4. This application seeks to:
 - Allow annual throughput of waste from 65,000 tonnes to 250,000 tonnes.
 - Allow maximum storage capacity from 700 tonnes to 1,000 tonnes.
 - Add waste codes to the list of waste codes accepted at the site.
 - Add the following waste treatment activities; baling, shredding, crushing, compaction and bulking.
- 1.5. More information on the proposed waste operations that will be carried out on Site are included in Section 5, Non-technical Summary and Section 6, List of waste codes of this report.
- 1.6. The Site is located in a largely industrial area, with commercial buildings bordering the site to the north, east and west. The West Coast Main Line railway line runs directly to the south the Site.
- 1.7. The relevant Environment Agency forms (Part A, C2, C4 and F1) and necessary supporting information, including TCM details and Environmental Risk Assessment are included within this Environmental Permit Application.
- 1.8. A Dust Management Plan has been provided since it is considered that there may be a risk of dust emission as the wastes that are being handled may be dusty.
- 1.9. It is considered that the operations at the Site are likely to generate noise. There are a number of Sensitive Receptors located near to the site. Therefore, a Noise Management Plan has been included in this application.



2. Site Location and setting

- 2.1. The Site is located at Coventry Recycling Facility, Templar Avenue, off Torrington Avenue, Coventry, West Midlands, CV4 9AP.
- 2.2. The Site is located in a largely commercial area, with commercial buildings including Reed Carpeting, Refurbdoctor and LPG Cars located in close proximity to the Site. The East Coast Main Line is located approximately 20 metres south of the site. Finham Park School is located approximately 80 west of the site.
- 2.3. The Site is not located within a Groundwater Water Protection Zone.
- 2.4. The Site is located on a Principal bedrock aquifer. The bedrock geology is comprised of Tile Hill Mudstone Formation - Sandstone. Sedimentary bedrock formed between 309.5 and 302 million years ago during the Carboniferous period
- 2.5. The Site is located on a Secondary undifferentiated (Superficial Drift) Aquifer.
- 2.6. The Site is located in Flood Zone 1, therefore there is a low risk of flooding.



3. Receptor Sensitivity and Emission Management

3.1. The sensitivity of receptors located within 1km of the Site has been considered by way of “Desktop Screening” to determine the appropriate emission management plans that are required to support this application.

3.2. The “Desktop Screening” process considers the following:

- The distance from the Site to the sensitive receptor.
- The layout of the Site.
- Surrounding vegetation and infrastructure.
- The topography of the Site and the surrounding area.
- The predominant wind direction in the area.
- Other potential sources of emissions near to the Site.

3.3. The predominant wind direction blows towards the northeast, meaning that receptors to the northeast are more likely to be impacted from emissions such as dust and noise from the Site.

3.4. The sensitive receptors and their distances from the boundary of the Site are provided in Table 3.1.

Table 3.1: Sensitive Receptors within 1km of the Site boundary

No.	Type	Name	Direction	Distance	Noise	Dust	Odour	Fire
1	Commercial	Refurbdoctor	North	0	Yes	Yes	Yes	Yes
2	Commercial	Reed Carpeting	East	5	Yes	Yes	Yes	Yes
3	Road	Templar Avenue	West	5	No	Yes	No	Yes
4	Road	Torrington Avenue	North	5	No	Yes	No	Yes
5	Railway Line	WCML	South	20	No	Yes	No	Yes
6	Amenity	Recreation Area	South	50	Yes	Yes	Yes	Yes
7	School	Finham Park	West	80	Yes	Yes	Yes	Yes
8	Commercial	LPG Cars	West	100	Yes	Yes	Yes	Yes
9	Commercial	Kite Packaging Ltd	North	120	Yes	Yes	Yes	Yes
10	Residential	Kingdon Avenue	Southeast	150	Yes	Yes	Yes	Yes
11	Surface Water Feature	Stream	South	165	No	Yes	No	No
12	School	Charter Academy	South	185	Yes	Yes	Yes	Yes
13	Residential	Peppenham Green	South	196	Yes	Yes	Yes	Yes
14	Residential	Arden Grove	Northwest	210	Yes	Yes	Yes	Yes
15	Residential	Westcotes	Northeast	265	Yes	Yes	Yes	Yes
16	School	Templar Primary School	Northwest	290	Yes	Yes	Yes	Yes
17	Protected Habitat	Ten Shilling Wood LNR	Southwest	550	Yes	Yes	Yes	Yes
18	Amenity	Prior Deram Park	Southeast	680	Yes	Yes	Yes	Yes
19	Protected Habitat	Limbrick Wood LNR	Northwest	700	Yes	Yes	Yes	Yes
20	Road	A45	East	765	No	Yes	No	Yes
21	Protected Habitat	Park Wood LNR	Southwest	820	Yes	Yes	Yes	Yes
22	School	University of Warwick	South	840	Yes	Yes	Yes	Yes



Dust Management Plan

- 3.5. Due to the nature of the waste types and waste activities on the Site and the proposed increase in the amount of waste to be accepted, it is considered that there is a risk of dust emissions impacting nearby dust sensitive receptors.
- 3.6. A Dust Management Plan (DMP) has been produced to support this application, see Appendix 1 Dust Management Plan.
- 3.7. The DMP outlines the management and mitigation measures for dust emissions produced by waste operations on Site.

Noise Management Plan

- 3.8. Due to the nature of the waste treatment activities on the Site and the proposed increase in the amount of waste to be accepted, it is considered that there is a risk of noise emissions impacting nearby sensitive receptors.
- 3.9. A Noise Management Plan (NMP) has been produced to support this application, see Appendix 2 Noise Management Plan.
- 3.10. The NMP outlines the management and mitigation measures for noise emissions produced by waste operations on Site.
- 3.11. Due to proximity to the site of noise sensitive receptors a Noise Impact Assessment has been carried out and has been used to inform the Noise Management Plan.

Odour Management Plan

- 3.12. Due to the nature of the waste types and waste activities and the proposed increase in the amount of waste to be accepted at the Site, it is considered that there is risk of odour emissions impacting nearby sensitive receptors.
- 3.13. An Odour Management Plan has been produced to support this application, see Appendix 3 Odour Management Plan.

Fire Prevention Plan

- 3.14. Due to the fact that combustible wastes are accepted and the proposed increase in the amount of waste to be accepted on Site, a Fire Prevention Plan (FPP) has been produced to support this application, see Appendix 4 Fire Prevention Plan.
- 3.15. The FPP outlines the fire prevention measures and procedures in place at the site. In line with the Environment Agency guidance on Fire Prevention Plans, the FPP is designed to achieve the following three objectives:
 - minimise the likelihood of a fire happening.
 - aim for a fire to be extinguished within 4 hours.
 - minimise the spread of fire within the site and to neighbouring sites.



4. Operator Details

4.1. Company details, including information regarding the Directors of the company, are provided below:

Table 4.1 Company Details

Company Name	LAKESIDE MRF LTD
Company Number	12722703
Registered Address	Torrington Avenue Lakeside MRF Ltd, Torrington Avenue, Coventry, CV4 9AP.
Incorporation Date	6 th July 2020

Table 4.2 Company Directors

Name	Date of Birth
Jak Reay	[REDACTED]



5. Site Management

- 5.1. LAKESIDE MRF LTD operate the Site in accordance with an Environmental Management System (EMS).
- 5.2. A hard copy of the EMS is kept on Site at all times. The EMS folder includes a copy of the Environmental Permit along with the following sections of the EMS:

EMS Report: 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, the plant and equipment that is used on the Site, the waste handling procedures 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.

Site Condition Report: This records the condition of land covered by the Environmental Permit at various stages during the life of the permit.

Environmental Impacts and Controls Assessment: This assessment provides information on the processes, activities and equipment on site, the potential emissions and impact that they may have on air, water, energy usage, waste disposal, land contamination, nuisance, and resource consumption and how any identified impact may be controlled.

Environmental Accident Management Plan: This report contains an assessment of the potential accidents that could occur on Site, details of the likelihood of each accident occurring, the preventative measures taken to reduce the risk of each accident occurring, actions to be taken in the case of an accident on Site and an explanation on how to record any accidents that occur on Site. The types of accident included in this report include.

- Leaks or Spillages.
- Fire.
- Flooding (increasing risk from climate change).
- Unauthorised entry.
- Failure of plant and equipment.
- Cross-contamination.
- Failure of Services.

Flood Management Plan: This document contains a brief description of the Site, its size, the key contacts to contact in an emergency, whether there are staff employed with any special needs, the locations of any gas, water and / or electric cut-off points of Site and ways to keep all plant and computers / files safe in the event of a flood.

Contingency Plan: This document sets out the procedures to:

- Ensure compliance with the Environmental Permit and operating procedures during maintenance or shutdown on Site.
- Minimise the impact of non-operation of associated third-party facilities.
- Ensure Site storage capacity limits are not exceeded.
- Minimise the impact on the environment and ensure business continuity, from any breakdowns, enforced shutdowns and any other changes from normal operations.

Appendix B Authorisations: Including a copy of the permit and EA Registrations for the Site.

Appendix C Procedures & Forms: The EMS contains a number of procedures that cover its implementation, waste acceptance & storage, site management, environmental protection, maintenance, emergency provisions and reporting. 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.
- Roles and Responsibilities.
- Reviewing & Auditing Documentation.
- Compliance with Legal & Other Requirements.

Waste Acceptance & Storage

- Waste Acceptance.
- Waste Classification.
- Waste Rejection.
- Waste Storage & Handling.

Site Management

- Fuel & Oil Storage.
- Refuelling of Plant / Equipment
- Housekeeping, Litter, Pest & Vermin Control.
- Wheel Washing.
- Site Security.
- Removal of Waste.

Environmental Protection

- Dust, Fibres and Particulates.
- Mud and Debris.
- Noise Control.
- Odour Control.
- Surface Water Management.

Maintenance

- Maintenance – Planned Preventative Maintenance and Inspection Checklists.

Emergency Provisions

- Environmental Accidents / Incidents / Complaints.
- Near Miss Reporting.
- Spill Response.
- Flood Management.
- Utility / Equipment Failure.
- Fire Prevention.

Reporting

- Waste Returns.
- Notifications to the Environment Agency.

(This list is not exhaustive)

Drawings

The drawings included in the EMS include:



- Permit Boundary Plan – showing the boundary of the permitted area.
 - Site Layout Plan – showing waste storage and treatment areas, storage facilities for hazardous materials (fuel and oil), location of spill kits, and access for emergency services.
 - Sensitive Receptors Plan – showing nearby receptors including water courses, protected habitats, and residential, commercial, and industrial premises.
- 5.3. The Waste Storage and Handling Procedure includes a Waste Storage Plan that specifies maximum storage times, maximum storage area capacities, and where different waste types are stored on Site.
- 5.4. The Maintenance Procedure ensures inspections of infrastructure, plant and equipment will be carried out on a daily, weekly, and monthly basis. This procedure also specifies when planned preventative maintenance should be carried out on each item of plant and equipment located on the Site.
- 5.5. The EMS includes a Utility / Equipment Failure Procedure and Flood Management Procedure to ensure contingency measures are implemented in the event of a utility / equipment failure or a flood on the Site. The Flood Management Procedure accounts for the potential increase in the risk of flooding at the Site due to climate change.
- 5.6. It is understood that the Site displays a notice board at its entrance, including the following details:
- The permit holder's name – LAKESIDE MRF LTD
 - An emergency contact name and telephone number.
 - A statement that the site is permitted by the Environment Agency.
 - The permit number.
 - Environment Agency telephone number and the incident hotline telephone number.
- 5.7. The EMS includes a Complaints Procedure that provides details for recording, investigating, and resolving complaints in regard to the permitted activities.
- 5.8. Each procedure within the EMS specifies who is responsible for implementing the required actions. The EMS includes a staff organogram which shows the roles and responsibilities of each staff member in relation to the activities covered by the permit.
- 5.9. An Environmental Training Procedure is included in the EMS to ensure regular training on the EMS procedures is given to all site staff and is well documented.
- 5.10. Records required by the permit e.g. waste transfer notes, chemical analysis, hazardous waste assessments, maintenance records, staff training records etc. are kept on file within the EMS.
- 5.11. The Reviewing & Auditing Documentation Procedure included within the EMS ensures regular checks are carried out on the EMS documentation in order to assess whether the EMS implements the requirements of the permit and relevant environmental legislation. Any changes to the permit or Site operations are recorded within the EMS and the relevant EMS documents will be updated accordingly.
- 5.12. Each member of staff at the Site will have access to the EMS.

Technically Competent Management

- 5.13. Ian Greaves will be the Technically Competent Manager (TCM) for the Site. A copy of the relevant TCM certificates is provided in Appendix 5 Evidence of Technically Competent Management.

Environmental Risk

- 5.14. An Environmental Risk Assessment has been completed as part of this permit application, see Appendix 6 Environmental Risk Assessment.
- 5.15. The Environmental Risk Assessment considers the potential impacts of waste operations with regard to the local receptors: population, watercourses, protected sites etc.



- 5.16. The Environmental Risk Assessment considers risk of pollution or harm to the environment from the site activities. Robust risk management measures will continue to be implemented while the Site is operating to ensure the identified risks are minimised.



6. Non-technical summary

- 6.1. The waste activities take place in the area shown on the Site Layout Plan drawing, see Drawing No. 25/008a 002 Site Layout Plan.
- 6.2. This application proposes operations that include the physical treatment and storage of waste, see Table 5.1 below. (These are the same waste activities as in standard rules set SR2022 No.4)

Table 6.1 List of Waste Activities

Activity Reference	Description of Specified Activity	Limits of specified activity
AR1 – Waste Transfer and Treatment.	<p>R3: Recycling and reclamation of organic substances which are not used as solvents.</p> <p>R4: Recycling/reclamation of metals and metal compounds.</p> <p>R5: Recycling and reclamation of other inorganic materials.</p> <p>D9: Physico-chemical treatment not specified elsewhere which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12.</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to 13</p>	<p>The activities are limited to the operation of a waste treatment and transfer station.</p> <p>Treatment activities are limited to sorting, separation, screening, baling, shredding, crushing, compaction, and bulking.</p> <p>Treatment does not include soil or aggregate washing or heat treatments.</p> <p>The activities are limited as follows:</p> <ul style="list-style-type: none"> - no more than 250,000 tonnes of waste, shall be accepted per year; - no more than 50 tonnes per day of waste may be treated for disposal. <p>There shall be no treatment of asbestos waste including compaction or compression by mechanical or manual means.</p> <p>Treatment of waste batteries and shall consist of manual sorting only.</p> <p>Treatment of WEEE shall consist of manual sorting only.</p>
AR2 – Storage of Waste	<p>R13: Storage of wastes 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 it is produced).</p>	<p>Temporary storage of hazardous waste shall not exceed 50 tonnes.</p> <p>No more than 1000 tonnes of wastes listed in table 7.1 and any processed wastes derived from them shall be stored at any one time.</p> <p>No more than 1000 tonnes of wastes listed in table 7.2 and any processed wastes derived from them shall be stored at any one time.</p> <p>No more than a total of 10 tonnes of whole end of life tyres shall be</p>



		<p>stored at any time.</p> <p>No more than a total of 10 tonnes of waste batteries shall be stored at any time.</p> <p>Waste shall not be stored for longer than 6 months.</p>
--	--	--

- 6.3. Waste is delivered onto the Site by Heavy Goods Vehicles (HGV's). Waste is deposited in the waste segregation building and sorted and stored in the designated storage areas within the Site boundary.
- 6.4. Incoming waste is initially sorted by hand in the waste segregation area with larger items of waste moved to the designated storage bay or shredded in the shredder in the waste segregation building. Smaller items are moved to the picking line and sorted prior to moving to the designated bay.
- 6.5. All waste is stored outside on an impermeable surface with discharge to mains sewer. The Site drainage layout is shown on the Drainage Plan see Drawing No. 25008a 004 Drainage Plan.
- 6.6. The sources of dust emissions from the proposed activities and the mitigation measures, that are required to ensure that the risk of causing nuisance is minimised, have been assessed, see Appendix 1, Dust Management Plan.
- 6.7. Contravening wastes are hand-picked from the incoming waste to prevent them entering the treatment process.
- 6.8. Contravening waste is stored within a secured container and removed from Site on a regular basis to a suitably licensed facility.



7. List of waste codes

- 7.1. Tables 7.1 and 7.2 below provide the list of Waste Codes to be included within the varied Environmental Permit.
- 7.2. These are the same lists of waste codes that can be found in Standard Rules Set 2022 No.4: non-hazardous waste recycling with asbestos, hazardous batteries, cable and WEEE storage.
- 7.3. No more than 15,000 tonnes of wastes listed in table 7.1 and any processed wastes derived from them shall be stored at any one time.
- 7.4. No more than 40,000 tonnes of wastes listed in table 7.2 and any processed wastes derived from them shall be stored at any one time.

Table 7.1 Waste Codes List

Waste Code	Description
1	Wastes resulting from exploration, mining, quarrying, and physical and chemical treatment of minerals
01 03	wastes from physical and chemical processing of metalliferous minerals
01 03 03	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	Red mud from alumina production other than the wastes mentioned in 01 03 07
01 04	Wastes from physical and chemical processing of non-metalliferous minerals
01 04 11	Waste from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	Tailed and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
2	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	Wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	Materials unsuitable for consumption or processing
02 03	Wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	Materials unsuitable for consumption or processing
02 04	Wastes from sugar processing
02 04 02	Off-specification calcium carbonate
02 05	Wastes from the dairy products industry
02 05 01	Materials unsuitable for consumption or processing
02 06	Wastes from the baking and confectionary industry



02 06 01	Materials unsuitable for consumption or processing
02 06 02	Wastes from preserving agents
02 07	Wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	Wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	Wastes from spirits distillation
02 07 04	Materials unsuitable for consumption or processing
3	Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	Waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	Fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
4	Wastes from the leather, fur and textile industries
04 01	Wastes from the leather and fur industry
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
04 02	Wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
6	Wastes from inorganic chemical processes
06 09	Wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	Wastes from the manufacture of inorganic pigments and opacifiers
06 11 01	calcium-based reaction wastes from titanium dioxide production
7	Wastes from organic chemical processes
07 02	wastes from the mfsu of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
9	Wastes from the photographic industry
09 01	Wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	Wastes from thermal processes



10 01	Wastes from power stations and other combustion plants (except 19
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	Wastes from the iron and steel industry
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 03	Wastes from aluminium thermal metallurgy
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29
10 04	Wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	Wastes from zinc thermal metallurgy
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	Wastes from copper thermal metallurgy
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	Wastes from silver, gold and platinum metallurgy
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	Wastes from other non-ferrous thermal metallurgy
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12



10 08 14	anode scrap
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 14	glass-polishing and -grinding sludge other than those mentioned in 10 11 13
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 06	discarded moulds
10 12 10	solid wastes from gas treatment other than those mentioned in 10 12 09
10 12 12	wastes from glazing other than those mentioned in 10 12 11
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
11	Wastes from chemical surface treatment and coating of metals and other materials; non-ferrous hydro metallurgy
11 01	Wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)



11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	Wastes from non-ferrous hydrometallurgical processes
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	Wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	Wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
15	Waste packaging; absorbents, wiping cloths, filter materials and protective clothing not otherwise specified
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	Wastes not otherwise specified in the list
Waste code	Description
16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance
16 01 03	end-of-life-tyres
16 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03



16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries
16 06 01*	lead acid batteries
16 06 02*	ni-cd batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries excluding li-ion traction batteries
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
17	Construction and demolition wastes (including excavated soil from contaminated sites)
17 02	wood, glass and plastic
17 02 01	wood
17 02 03	plastic
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 10*	cables containing hazardous substances other than oil or coal tar
17 04 11	cables other than those mentioned in 17 04 10
17 05	Soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 06	insulation materials and asbestos-containing construction materials
17 06 01*	insulation materials containing asbestos
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 06 05*	construction materials containing asbestos
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	Wastes from waste management facilities, off-site waste water treatment plants and preparation of water intended for human consumption/industrial use



19 01	Wastes from incineration or pyrolysis of waste
19 01 02	ferrous materials removed from bottom ash
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	Vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 12	combustible wastes
19 12 12	mixtures of paper, cardboard, plastic glass and metal and other non-hazardous wastes from the processing of dry mixed recyclable and source segregated recyclable wastes.
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	food waste
20 01 10	clothes
20 01 11	textiles
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 34	batteries other than those mentioned in 20 01 33 not including li-ion traction batteries
20 01 33*	batteries included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components



20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	chimney sweeping wastes
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste
20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 33*	batteries included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 38	wood other than that mentioned in 20 01 37

Table 7.2 Waste Code List

Waste code	Description
01	Wastes resulting from exploration, mining, quarrying, and physical and chemical treatment of minerals
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	plant-tissue waste, food preparation and processing
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 01	soil from cleaning and washing vegetables
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 01	soil from cleaning and washing vegetables
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
10	Wastes from thermal processes
10 11	wastes from manufacture of glass and glass products



10 11 12	waste glass other than those mentioned in 10 11 11
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 14	waste concrete
15	Waste packaging; absorbents, wiping cloths, filter materials and protective clothing not otherwise specified
15 01	packaging (including separately collected municipal packaging waste)
15 01 07	clean uncontaminated glass packaging
17	Construction and demolition wastes (including excavated soil from contaminated sites)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 02	glass
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	Track ballast other than those mentioned in 17 05 07
19	Wastes from waste management facilities, off-site waste water treatment plants and preparation of water intended for human consumption/industrial use
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 05	clean uncontaminated processed waste glass
19 12 09	minerals (for example sand, stones)
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions
20 02	garden and park wastes (including cemetery waste)
20 02 02	soil and stones



Application Forms

Part A

Application for an environmental permit

Part A – About you



You will need to complete this part of the application form if you are applying:

- for a new permit
- to vary (change) an existing permit
- to surrender your permit
- to transfer an existing permit to yourself

Visit our website to check this is the latest version of the form: <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you>.

Please read through the form before completing it. We expect it will take less than 1 hour to complete if you have all the necessary information available.

The form can be:

1. Saved onto a computer and then filled in.

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 a PDF reader built into your internet browser.

2. Printed off and filled in by hand. Please write clearly in the answer spaces.

Contents

Section 1: About you

Section 2: Applications from an individual

Section 3: Applications from groups of individuals

Section 4: Applications from public bodies or public corporations

Section 5: Applications from government departments

Section 6: Applications from registered companies, limited liability partnerships and other corporate bodies

Section 7: Contact details

Section 8: How to contact us

Section 9: Where to send your application

Section 10: Feedback

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

Section 1: About you

About you

Tick the box that describes you as the applicant.

- An individual. Now go to **section 2**.
- A group of individuals. Now go to **section 3**.
- A public body or public corporation. Now go to **section 4**.
- A government department. Now go to **section 5**.
- A registered company, limited liability partnerships or other incorporated body. Now go to **section 6**.

To apply, you must be the legal operator of the activity or facility. See: <https://www.gov.uk/guidance/legal-operator-and-competence-requirements-environmental-permits#what-a-legal-operator-is>

Section 2: Applications from an individual

2.1 Name of applicant

Title (optional)

First name

Last name

2.2 Address of applicant

Address

Postcode

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

Now go to **section 7: Contact details**

Section 3: Applications from groups of individuals

Examples of groups of individuals include:

- individuals acting jointly
- individuals that are partners in a general or limited partnership (but not a limited liability partnership)
- unincorporated charities, trusts and associations, (unless recognised as a legal person)

3.1 Trading or organisation name (if any)

Note: we can only issue and transfer permits to named individuals and not to trading or organisation names

3.2 Organisation type

For example, individuals acting jointly (e.g. a club), general partnership, unincorporated charity

3.3 Charity Commission registration number (if any)

Some individuals or groups of individuals with recognised charitable status are entitled to reduced permit fees for certain water discharge activities. We need the Charity Commission registration number to check if this applies to this application.

3.3 Companies House or Limited Liability Partnership number

3.4 Names and addresses of individuals

Provide the names and addresses of all individuals acting jointly, or in a general or limited partnership. Enter the name and address of the first individual. Provide a continuation sheet for all remaining individuals.

For corporate partners in a general or limited partnership, provide the company name and registration number on the continuation sheet.

For unincorporated trusts, charities and associations, provide the name and address of the nominated representative who will hold the permit in the organisation's name and all individuals that form the governing body, for example trustees. Use a continuation sheet as necessary.

Section 3: Applications from groups of individuals, continued

3.4a Name of first individual

Title (optional)

First name

Last name

3.4b Address of first individual

Address

Postcode

Use a business address where possible. Otherwise use a personal address. Individuals based overseas must provide an address for service in the UK.

3.4c Continuation sheet

Document reference of continuation sheet (if any):

Now go to [section 7: Contact details](#)

Section 4: Applications from public bodies or public corporations

4.1 Name of public body or corporation

4.2 Type of public body or corporation

For example, local government body, executive agency, non-departmental public body

4.3 Charity Commission number (if any)

Section 4: Applications from public bodies or public corporations, continued

4.4 Address of public body or corporation

Address

Postcode

Now go to [section 7: Contact details](#)

Section 5: Applications from government departments

5.1 Title of Secretary of State for relevant department

Title

For example, Secretary of State for Environment, Food and Rural Affairs

5.2 Address of the government department

Address

Postcode

Now go to [section 7: Contact details](#)

Section 6: Applications from registered companies, limited liability partnerships and other corporate bodies

6.1 Name of company, limited liability partnership or other incorporated body

LAKESIDE MRF LTD

6.2 Type of incorporated body

Private Limited Company

For example, private limited company, public limited company, limited liability partnership, incorporated society, charitable incorporated organisation or community interest company

6.3 Companies House registration number (if any)

12722703

6.4 Charity Commission number (if any)

6.5 Additional information if not registered with Companies House or The Charity Commission

If you are not registered with Companies House or The Charity Commission, supply:

- evidence that your company or corporate body is a legal entity
- a description of how you will be the legal operator if you are an overseas company without a UK presence.

This does not apply to variations or surrender applications.

Document reference for evidence/description:

Evidence of legal entity could, for example, include:

- a copy of your Certificate of Incorporation for companies.
- a copy of your Memorandum and Articles of Association for incorporated charities and trusts

Section 6: Applications from registered companies, limited liability partnerships and other corporate bodies, continued

6.6 Principal address or Registered Office of registered company, limited liability partnership or other incorporated body

Address

Torrington Avenue Lakeside Mrf Ltd, Torrington Avenue, Coventry, England,

Postcode

CV4 9AP

For registered companies and limited liability partnerships this is the office address registered with Companies House. For other incorporated bodies use your principal business address or the address registered with The Charity Commission.

6.7 Main business address of registered company, limited liability partnerships or other incorporated body

Address

Postcode

Your main UK business address is required only if your principal or registered office address is overseas.

Now go to **[section 7: Contact details](#)**

Section 7: Contact details

7.1 Application contact

Provide the details of someone we can contact about your application. The person must have the authority to act on your behalf.

Title (optional)

Ms

First name

Tracey

Last name

Westbury

Position

Director

Address

Agriculture House, Southwater Way, Telford

Postcode

TF3 4NR

Phone number

01952 879705

Email

info@westburyenv.co.uk

Tick if you would like all general communication about this application sent to the above email address.

7.2 Contact for receipt of official documents

This question does not apply to applications from individuals acting jointly

Provide the details of someone we can send official documents to, such as notices and copies of permits. For companies this must be a company secretary, clerk or a director.

For partnerships, this must be a person with control or management of the partnership.

Tick if the contact is the same as in question 7.1 (application contact). Otherwise complete the details below.

Section 7: Contact details, continued

Title (optional)

Mr

First name

Jak

Last name

Reay

Position

Director

Email

jak@lakeside- mrf.co.uk

Telephone number

07904093875

7.3 Operational contact

This is optional for variations and surrenders. We use this information to help us know who to contact about operations at the site, returns and reporting.

- Contact details are the same as question 7.1 (application contact)
 Contact details are the same as question 7.2 (contact for receipt of official documents)

Otherwise complete the details below.

Title (optional)

First name

Last name

Address

Postcode

Phone number

Section 7: Contact details, continued

Email

7.4 Billing contact

Provide a billing contact where we can send invoices, such as the annual subsistence charge

- Contact details are the same as question 7.1 (application contact)
- Contact details are the same as question 7.2 (contact for receipt of official documents)
- Contact details are the same as question 7.3 (operational contact)

Otherwise complete the details below.

Title (optional)

First name

Last name

Position

Address

Postcode

Phone number

Email

Now fill in [Appendix 1](#) if you are applying for a new permit or transferring a permit for an installation or waste activity.

This does not apply to applications from public bodies, statutory corporations or government departments.

Section 8: 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 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.

Section 9: Where to send your application

Send one electronic copy of your completed application via email to:

- PSC-WaterQuality@environment-agency.gov.uk for water discharge activities
- PSC@environment-agency.gov.uk for waste or installation activities
- flood.permitting@environment-agency.gov.uk for flood risk activities

Alternatively send one paper copy of your application to:

Integrated Permitting Services
Environment Agency
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Section 10: Feedback

We want to make our forms easy to fill in and easy to understand. Please use the space below to give us any comments that you may have about this form. (You don't have to answer this part of the form, but it will help us improve our forms if you do.)

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

We will use your feedback to improve our form. Would you like a reply to your feedback?

- Yes please
- No thank you

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

This appendix applies to installation and waste operation activities. Only complete if you are applying for a new permit or to transfer an existing one. This does not apply to applications from public bodies, public corporations and government departments

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

1 Are you applying as an individual; group of individuals; or a registered company, Limited liability partnership or other incorporated body?

- An individual. Now go to 2.
- A group of individuals. Now go to 3.
- A registered company, limited liability partnership or other incorporated body. Now go to 4.

2 Applications from an individual

Title (optional)

First name

Last name

Date of birth (DD/MM/YY)

3 Applications from a group of individuals

Provide the names and dates of birth of all individuals acting jointly, or in a general or limited partnership.

For unincorporated trusts, charities and associations provide the name and date of birth of all individuals that are part of the group's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

Provide a continuation sheet where necessary.

First individual

Title (optional)

First name

Last name

Date of birth (DD/MM/YY)

Second individual

Title (optional)

First name

Last name

Date of birth (DD/MM/YY)

Third individual

Title (optional)

First name

Last name

Date of birth (DD/MM/YY)

Fourth individual

Title (optional)

First name

Last name

Date of birth (DD/MM/YY)

Continuation sheet for additional individuals or corporation

Document reference of continuation sheet (if any):

4 Applications from registered companies, limited liability partnership or other incorporated bodies

For registered companies provide the names and dates of birth of all directors and any company secretary.

For limited liability partnerships provide the names and dates of birth of all partners.

For other incorporated bodies provide the name and date of birth of all individuals that are part of the body's controlling or guiding mind. For example:

- trustees
- chairperson
- treasurer
- secretary
- or a person with a similar position

Use a continuation sheet where necessary.

Provide the company name and registration number on a continuation sheet for any corporate:

- directors
- company secretaries
- partners

First person

Title (optional)

Mr

First name

Jak

Last name

Reay

Position

Director

Date of birth (DD/MM/YY)

Second person

Title (optional)

First name

Last name

Position

Date of birth (DD/MM/YY)

Third person

Title (optional)

First name

Last name

Position

Date of birth (DD/MM/YY)

Fourth person

Title (optional)

First name

Last name

Position

Date of birth (DD/MM/YY)

Continuation sheet for additional people

Document reference of continuation sheet (if any):



Application Forms

Part C2

Application & Guidance for an environmental permit

Part C2 – General – varying a bespoke permit



Environment
Agency

Use this form if you are applying to make a non-administrative variation (change) to the conditions or any other part of your permit.

In addition to this form, you will also need to complete:

- **Part A: about you** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you>
- **Part F1: charges and declarations** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations>

You will also need to complete one or more additional part C forms, depending on your proposed change:

- **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- **Part C4: varying a bespoke waste operation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c4-varying-a-bespoke-waste-operation-permit>
- **Part C5: vary a permit to a mining waste permit, or vary a bespoke mining waste permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582774/LIT_6785.pdf
- **Part C6: vary a water discharge activity, groundwater activity, or point source emission to water from an installation** https://assets.publishing.service.gov.uk/media/66743838d427ab249955cef2/Part_C6_vary_a_bespoke_water_discharge_activity_and_groundwater_point_source_environmental_permit.pdf
- **Part C7: vary a bespoke groundwater permit to discharge used sheep dip, waste pesticide washing or other waste substances** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c7-varying-a-bespoke-groundwater-permit>

If you are not changing to or adding a different facility type, the additional Part C form will depend on your permitted facility type. For example, if you are proposing to change the conditions of an installation permit, the additional form you need to complete is Part C3.

If you are changing to or adding a different facility type, the additional form you complete will depend on the facility you are changing to or adding.

Some examples are given below:

- Waste operation changing to an installation – if your changes mean that your existing waste operation becomes an installation you will need to fill in **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- Installation changing to a waste operation – if your changes mean that your existing installation becomes a waste operation you will need to fill in **Part C4: varying a bespoke waste operation permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf

- Change to add a waste operation to an installation – if you are applying to add a waste operation to your existing installation you will need to complete application form **Part C4: varying a bespoke waste operation permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf
- Change to add an installation to a waste operation – if you are applying to add an installation to your existing waste operation you will need to complete application for **Part C3: vary a bespoke installation permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- Change to add an inert mining waste operation – if you have an existing permit for a water discharge activity that is integral to the mining waste operation and you wish to vary this permit by adding the requirements for an inert mining waste operation, complete forms Part A, C1 and F1. Please note that we will issue a bespoke permit, but it will resemble the standard rules for mining waste as closely as possible but will not technically be standard rules permit.
- Changing from a standard rule to a bespoke permit – the additional Part C form will depend on the bespoke facility type you are changing to. For example, if you are changing to a bespoke waste operation permit, you will need to complete the **Part C4 form** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928388/Application-for-environmental-permit-Part-C4-varying-a-bespoke-waste-operation-permit.pdf
- Change to convert to or add a standard facility – to convert your existing permit to a standard permit or add a standard facility, do not complete this part of the form, but see: **Part C1: vary a standard facilities permit** https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928394/Application-Part-C1-varying-a-permit-to-change-to-or-add-a-standard-facility.pdf

To make an administrative change to your permit, do not complete this form. Instead see: **Part C0.5 administrative change to a standard or bespoke permit** <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c05-administrative-variation-of-a-standard-or-bespoke-permit>

To vary (change) your intensive farming permit, do not complete this form. Instead use: <https://www.gov.uk/government/publications/application-to-vary-an-environmental-permit-part-c3.5>

To vary (change) your medium combustion plant/specified generator permit, do not complete this form. Instead see: <https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c2.5-vary-to-add-a-new-mcpsg-or-change-an-existing-mcp-or-sg-permit>

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing an existing one).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please check that this is the latest version of **Part C2 form**: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/928047/Application-for-a-permit-Part-C2-general-varying-a-bespoke-permit.pdf

This form can be:

- Saved onto a computer then filled in. 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 a PDF reader built into your internet browser.
- Printed off and filled in by hand. Please write clearly in the answer spaces.

Contents

- 1 About the permit**
- 2 About your proposed changes**
- 3 Your ability as an operator**
- 4 Environmental risk assessment**
- 5 Site condition report**
- 6 Other supporting information**
- 7 Consultation**
- 8 How to contact us**

Appendix 1 – Low impact installation checklist

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

Appendix 3 – Example site plan

1 About the permit

1a Have you spoken to the Environment Agency already about this application?

No

Yes Provide your pre-application reference number. For further information on pre-application advice see **Get advice before you apply for an environmental permit** <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Pre-application reference number

Reference for the extra documents

1b If we have agreed you can send application information in stages

Provide your proposed timetable giving the dates of when you will submit each piece of information. For further information please see the guidance on **Send environmental permit application information in stages** <https://www.gov.uk/guidance/send-environmental-permit-application-information-in-stages>

Timetable document reference

1c Permit number

What is the permit number that this application relates to?

EPR/KP3598CM

This is the permit number starting with 'EPR' and can be found on your subsistence invoice, for example 'EPR/AB1234CD'

1d Site details (excludes mobile plant)

What is the site name, address and postcode?

Site name

Coventry Recycling Facility

Address

Templar Avenue
Off Torrington Avenue
Coventry
West Midlands

Postcode

CV4 9AP

1 About the permit, continued

National grid reference for the centre of the site

SP 29330 77795

Provide the 12-digit Ordnance Survey national grid reference for the centre of the site: for example, ST12345 67890.

There are several online resources available that can help find the grid reference. For example go to the Ordnance Survey website at <https://explore.osmaps.com/?lat=51.776100&lon=-1.894300&zoom=7.0000&style=Standard&type=2d>, locate and right click on the centre of the site.

2 About your proposed changes

2a Type of variation

What type of variation are you applying for? For examples of the different variation types, see our 'Charging Scheme Guidance' <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#varying-a-permit-charge>.

- Minor variation
- Normal variation
- Substantial variation

2b Changes or additions to existing activities

2b.1 Provide a summary of the changes or additions you want to make to each activity, include details of any changes to discharge points or site boundaries.

2b.2 Provide further details of your proposed changes or additions in a separate document

This permit variation application has been submitted to:
Allow annual throughput of waste of up to 250,000 tonnes.
Allow maximum storage capacity of up to 1,000 tonnes.
Add waste codes to the list of waste codes accepted at the site.
Add the following waste treatment activities; baling, shredding, crushing, compaction and bulking.

Document reference of the detailed changes or additions

App Report V1

2 About your proposed changes, continued

2b3 Do you want to remove an activity from your permit?

No

Yes Enter the activity that you are applying to remove in the text box below.

2c Consolidate (combine) two or more permits into one

If you have more than one permit on the same site you can apply to combine them into a single permit.

We will combine the existing permits into a single replacement permit. Where we agree to combine the permits, old style permit conditions will be replaced with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We may require additional information from you, for example, about your management system.

It is advisable to obtain pre-application advice before you apply to combine your permits. See <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Note: You will need to pay a variation charge for each permit being consolidated. See the ‘Consolidate permits through variations’ section of our Charging Scheme Guidance <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-2-or-more-permits-into-1>.

Do you want to combine two or more permits into one?

Yes – list all the permit numbers you want to combine in Table 1 below.

Table 1 – Permit numbers

No – **go to question 2d**

2 About your proposed changes, continued

2d Consolidate (update) a single permit

We will usually issue a new, updated permit whenever variations are made. If your permit has old style conditions we will usually replace them with modern ones that deliver an equivalent standard. An existing condition may be used if it does not have a modern equivalent.

We do this updating as a regulator initiated variation, so it is not something you need to apply for. If you do not want us to do this, tick the box in 2d.1 below and tell us why.

2d.1

I do not want my permit updated with modern conditions.

Explain your reasons below:

Sometimes we will be unable to update old style conditions as a regulator initiated variation. For example, where the work is disproportionate to the type of variation applied for.

You can still apply to consolidate and update your old-style conditions, but this may incur an additional charge. See the 'Consolidate permits through variations' section of our Charging Scheme Guidance <https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#consolidate-a-single-permit>. You will need to include this as part of your overall application charge.

It is advisable to obtain pre-application advice before you apply to update and modernise your permit. See <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

2d.2

I am applying to update and modernise my permit.

2e Low impact installations (installations only)

This applies to low-risk installation activities only. If this is not applicable, answer 'No' go straight to **section 3** on the application form.

Read the low impact installation guidance in **appendix 1** to check whether your installations fit the criteria. You must tell us how you meet the criteria in a separate document, giving the document reference in this section.

You must complete the low installation checklist in **appendix 1**. Tick the box to confirm you have filled it in.

2 About your proposed changes, continued

2e.1 Will the changes mean the facility qualifies as a low impact installation?

- No Now go to section 3
- Yes If yes, tell us how you meet the low impact installation criteria (see the guidance notes in **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

3 Your ability as an operator

If you are applying to add waste installations or waste operations (relevant waste operations) to a permit that has not previously had them, you need to fill in all of section 3. Otherwise, complete the relevant questions as indicated by the accompanying guidance.

Relevant waste operations are one or both of the following:

- A waste operation (not carried on at an installation or by means of a Part B mobile plant).
- A specified waste management activity (certain installations carrying out waste management activities).

For further details refer to <https://www.legislation.gov.uk/ukxi/2018/1227/regulation/4/made>

When deciding such applications we consider whether you will be competent operator. We look at any unspent relevant convictions; your technical ability; financial competence; and check that you have a management system.

3a Convictions for any relevant offences

This question applies to relevant waste operations only. Complete the question if you are applying to add a relevant waste operation to a permit that has not had one before.

It does not apply to applications from public bodies or government departments.

Relevant convictions are explained at: <https://www.gov.uk/government/publications/relevant-conviction-guidance-for-permit-applications-for-waste-activities-and-installations-only>

Do you, or any other relevant person, have any unspent convictions for any relevant offence?

- 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.

Document reference

Tick this box to confirm you have provided dates of birth for each relevant person in **Appendix 2**.

Relevant person

For individuals or groups of individuals

A 'relevant person' is:

- the individual where the permit holder is a sole individual
- all individuals where the permit holder is a group of individuals, (such as individuals in a general or limited partnership)

For registered companies

A 'relevant person' is the company itself and any:

- director
- company secretary
- manager
- similar corporate officer

3 Your ability as an operator, continued

For limited liability partnerships

A ‘relevant person’ is:

- the partnership itself
- all partners

For other organisations or bodies

A relevant person is any person who is part of the controlling or guiding mind of the organisation or body. This could be, for example any:

- trustee
- chairperson
- treasurer
- secretary
- person with a similar position

Relevant unspent convictions must be declared whether the relevant person has been:

- convicted of a relevant offence themselves
- held one of the positions above at a time when the organisation or body was convicted of a relevant offence

3b Technical ability

Section 3b applies to relevant waste operations only.

Complete the questions if:

- you are adding a relevant waste operation to a permit that has not had one before; or
- your proposed variation will change your current technical competence requirements

‘Relevant waste operations’ are one or both of the following:

- a waste operation (not carried on at an installation or by means of a Part B mobile plant).
- a specified waste management activity (certain installations carrying out waste management activities). For further details about specified waste management activities refer to 2(4) and 2(5) of <https://www.legislation.gov.uk/uksi/2018/1227/regulation/4/made>

3b.1 Which technical competence scheme are you using?

We need to be satisfied that you will have sufficient technical ability to operate your facility.

To demonstrate your technical ability, you must comply with one of the government approved technical competence schemes. The two schemes currently approved are:

- Chartered Institute of Wastes Management/Waste Management Industry Training and Advisory Board (CIWM/WAMITAB) scheme: <https://ciwmquals.co.uk/competence/>.
- Energy and Utility Skills/Environmental Services Association/ (EU skills/ESA) scheme: <https://www.euskills.co.uk/about/our-industries/waste-management/competence-management-system/>.

3 Your ability as an operator, continued

Tick the scheme(s) you are using to demonstrate your technical competence.

CIWM/WAMITAB. Go to question 3b.2

EU skills/ESA. **Go to question 3b.3**

3b.2 CIWM/WAMITAB scheme

The information you provide in this section must be for the person(s) providing technical competence once the new or changed waste operation starts.

Note: grace periods do not apply to variation applications.

Provide the following information for each technically competent manager (TCM).

Use a separate sheet to provide the information for each TCM where more than one is being provided.

Document reference for continuation sheet, (if applicable):

a. Details of the technically competent manager

Title (Mr, Mrs, Miss and so on)

Mr _____

First name

Ian _____

Last name

Greaves _____

Phone

07411667271 _____

Email

igreaves4@aol.com _____

Tick this box to confirm you have provided the date of birth for the TCM in **Appendix 2**.

Complete table 2 for any other sites where the manager provides technical competence. This includes permits held by other operators and any other sites where they are intending to provide technically competent management.

3 Your ability as an operator, continued

Continue on a separate sheet as required.

Table 2		
Permit number	Site address	Postcode
BP3591SY	LAND RECOVERY NORTH WEST (CLOCKFACE) LIMITED	HX4 ODY
	Clockface Quarry Inert Site, Saddleworth Road, Barkisland	
	Halifax, West Yorkshire,	

Document reference of the extra sheet (if applicable)

For information on how much time the TCM must be on site, see: <https://www.gov.uk/guidance/legal-operator-and-competence-requirements-environmental-permits#how-much-time-your-technically-competent-manager-must-be-on-site>.

b. Provide evidence of relevant technical competence

Tick the document(s) you are submitting to show evidence of technical competence. The original and continuing competence must be relevant to the activity you are applying for.

Primary competence qualification

- a copy of the primary competence qualification certificate(s)
- copy of current continuing competence certificate(s). This is required when the original qualification is over 2 years old.

Deemed competence

- evidence of deemed competence and current continuing competence certificate(s)

Environment Agency assessed competence

- evidence of passing an Environment Agency assessment and current continuing competence certificate(s)

Transitional provisions (for previously exempt activities)

- generic knowledge test certificate and current continuing competence certificate(s).

The generic knowledge test option only applies to managers nominated under the 2010 exemption transitional arrangements.

3 Your ability as an operator, continued

3b.3 EU skills/ESA scheme

Provide evidence of technical competence.

- Tick this box to confirm you have included a copy of your Competence Management System (CMS) certificate and any appendices

Now go to question 3c

3c Finances

Section 3c applies to installations, waste operations and mining waste operations only.

Complete question 3c.1 if you are applying to add a relevant waste operation to a permit that has not had one before.

Otherwise start at question 3c.2 for variations to all landfills, Category A and hazardous waste mining waste facilities.

If you want to change your permit to extend the area of a landfill or mining waste facility as described above, you will need to discuss when is necessary to review the expenditure plan/cost profile for variation.

3c.1 Financial competence – adding a relevant waste operation to a permit that has not had one before.

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 contact a credit reference agency for a report about your business's finances.

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

3 Your ability as an operator, continued

Financial provision – variations to a landfill, Category A or hazardous waste mining waste facilities.

When you apply to change your permit, you must also review your financial provision. This is to make sure it covers any changes in liability.

For further guidance for landfills see: <https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision#review-and-change-your-financial-provision>

For further guidance for mining waste facilities see: the ‘Financial guarantees’ section of ‘Environmental Permitting Guidance – The Mining Waste Directive’ <https://www.gov.uk/government/publications/environmental-permitting-guidance-the-mining-waste-directive>

3c.2 Do you need to change the amount of financial provision?

You need to provide an expenditure plan. Tell us the document reference here and send the documents with the application form when you’ve completed it.

Yes Go to question 3c.3

No Provide an explanation in the box below and then go to **question 3d**

N/A

3c.3 How do you plan to make financial provision?

You need to satisfy us that you are financially capable of meeting the obligations of the permit, including during aftercare.

Tick the type of financial provision you intend to use:

Renewable bonds

Cash deposits with the Environment Agency

3c.4 Submit your revised expenditure plan

For landfills, include any updated monitoring point plan or monitoring and extraction point plan. For guidance see: (<https://www.gov.uk/guidance/landfill-operators-environmental-permits/calculate-your-financial-provision>).

Document reference for revised expenditure plan

3 Your ability as an operator, continued

3d Management systems

You must complete section 3d for all variation applications

You must have an effective, written management system in place that identifies and reduces the risk of pollution. You can show this by using a certified scheme or your own system. For guidance on developing a management system see: <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

If you operate more than one site, 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 activities only: your management system must also explain your resilience to climate change. Explained at: <https://www.gov.uk/guidance/climate-change-risk-assessment-and-adaptation-planning-in-your-management-system>.

For small sewage treatment activities only: your management system must ensure that your sewage treatment system is maintained and run effectively. <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

You can find guidance on management systems here: <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 are you providing for your regulated facility?

- ISO 14001
- BS 8555 (Phases 1–5)
- BS EN ISO 14005:2019
- Green dragon
- EMAS Global
- Other
- Own management system

Please send us a summary of your updated management system and a copy of your accreditation (if applicable) with your application.

Document reference/s

App Report V1 Section 5

4 Environmental risk assessment

Your environmental risk assessment will need updating to consider any additional or other changes in risk. The risk assessment must show the measures in place to reduce and control risks.

The risk assessment must follow the methodology set out in ‘Risk assessments for your environmental permit’ (see <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit>), or an equivalent method.

Include modelling reports and files where you have carried out detailed modelling.

If a habitat site is within screening distance, then an additional fee will be required. See <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>

You must provide an updated environmental risk assessment. Your risk assessment should clearly identify any additional or other changes in risk. This does not apply when we can do the risk assessment for you. We can do the risk assessment for you where you are:

- a farmer discharging certain substances to ground
- discharging domestic treated sewage, (depending on volume and site sensitivities)

See ‘Risk assessments for your environmental permit’ at <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit#when-the-environment-agency-can-do-your-risk-assessment> for further details on when we can do your risk assessment for you.

Document reference(s) for the updated risk assessment, including modelling reports and files where applicable

App Report V1 Appendix 2 ERA

5 Site condition report

This section is applicable to Part A installations, waste and mining waste operations only. Do not complete for mining waste facilities.

This section does not apply to areas of land where waste is permanently deposited, for example areas of landfill, mining waste operations and deposit for recovery. It does apply to any parts of the site where waste will not be permanently deposited, for example a weighbridge area that will not be backfilled with waste.

You can contact us for pre-application advice on site condition reports, see: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

If you want to make any of the changes listed in question 5a, you will need to submit an updated site condition report (SCR). This must include an updated site plan. For details of what to include on the site plan, see the H5 template linked below.

If you do not currently have an SCR, you should use the **H5 Site Condition Report word template** <https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report> to prepare one.

You should keep your SCR up to date throughout the life of your permit. It will help you show how you have protected land and groundwater when you come to surrender your permit.

For SCR guidance and a template see:

<https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report>.

5 Site condition report, continued

5a Are you proposing to make any of the following changes:

- extend your site boundary
- add an installation
- use, produce or release any new hazardous substances
- relocate hazardous substances to a new area within your site?

No **Go to section 6**

Yes Provide a site condition report, or an updated site condition report together with a summary of the changes.

Document reference(s) of your site condition report

Document reference(s) of your change summary document

For installations, go to question 5b

For waste and mining waste operations, go to **section 6**.

5b Stage 1 to 3 assessment for hazardous substances (installations only)

Question 5b only applies to installations.

If you want to make any of the changes listed in question 5b, you will need to update your stage 1 to 3 assessment. If you do not already have a stage 1 to 3 assessment, you will need to carry one out.

For guidance on producing a stage 1 to 3 assessment, see ‘EC Commission Guidance concerning baseline reporting (2014/C 136/03)’ ([https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506\(01\)&from=EN](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:52014XC0506(01)&from=EN))

We have also produced a stage 1 to 3 assessment guidance document with worked examples. To request a copy, contact our pre-application service and ask for ‘EPR advice note: Stage 1 to 3 assessment’. See: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

Are you proposing to make any of the following changes:

- use, produce or release any new hazardous substances
- relocate any hazardous substances you currently use, produce or release to a new area within your site boundary?

No **Go to section 6**

Yes Tick to confirm you have included a stage 1 to 3 assessment as part of your updated site condition report

Go to question 5c

5 Site condition report, continued

5c Baseline reference data (installations only)

Section 5c only applies to installations.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from relevant hazardous substances, you must provide baseline reference data for those substances. You may be unable to provide this information as part of your application. In this situation, it is likely that we will include an improvement condition in your permit. This will require you to submit baseline reference data within a given timeframe.

You will also be required to do periodic monitoring of soil and groundwater if your stage 1 to 3 assessment identified there is a risk to soil and groundwater from relevant hazardous substances.

It is recommended that you plan for this and include details of your proposed monitoring plan in your updated site condition report. The monitoring period in your permit will depend on the severity of the risk.

If your stage 1 to 3 assessment identifies a risk to soil and groundwater from any other potentially polluting substances, we recommend you establish baseline reference data.

5c.1 Has your stage 1 to 3 assessment identified a risk to soil and groundwater from relevant hazardous substances?

- No
- Yes Go to question 5c.2

5c.2 Have you have provided baseline reference data in your site condition report?

- No
- Yes

5c.3 Has your stage 1 to 3 assessment identified a risk to soil and groundwater from any other potentially polluting substances?

- No Go to section 6
- Yes Go to question 5c.4

5c.4 Have you have provided baseline reference data in your site condition report?

- No
- Yes

6 Other supporting information

6a Provide a non-technical summary of your application

Write a summary that explains your application. Summarise the key technical standards and control measures for your proposed changes. Use non-technical language wherever possible and avoid detailed data and scientific discussion. Other parts of the application form will ask for these details when necessary.

For mobile plant, tell us how the proposed changes could impact land quality. Describe the mobility of your plant and how you intend to operate.

6 Other supporting information, continued

Document reference of the non-technical summary

App Report V1 Section 6 Non Technical Summary

6b Updated site plans (not for mobile plant)

If you are extending your site boundary or adding a discharge point you must send us a revised site plan or plans.

For an example of a suitable plan please see **Appendix 3**.

If you are sending us a paper copy of your plan it must be either A3 or A4 size. Alternatively, you can send us an electronic copy. For both formats, the plan must be legible at A4 size, drawn to scale, and include a scale bar. The plan should also include a date, a reference and local features.

For installations, waste and mining waste operations your site plan must also:

- identify all the land on which your activities will take place
- clearly show the outline of the site (preferably in a green colour)

It may be possible to incorporate your site plan into your site condition report plan.

For water discharge or groundwater activity permits your site plan must also show:

- any treatment plant
- the sample point
- the point where the effluent is discharged to the receiving environment

Are you extending your site boundary or adding a discharge point?

No

Yes

Document reference/s of the plans

Drawing No. 25/008a 004 Drainage Plan

6c Fire prevention plan (not for mobile plant)

You may need to submit a fire prevention plan (FPP) if you want to start storing combustible waste.

You may need to submit a revised FPP if your changes will increase the fire risk in other ways. This could be an increase in the risk of a fire occurring or an increase in the environmental risk if a fire occurs.

You will not need an FPP if both of the following apply:

- you only store waste with low combustibility
- we are satisfied that you can meet the 3 fire prevention objectives without using any of the measures in our FPP guidance (or alternative measures)

See our FPP guidance at: <https://www.gov.uk/government/publications/fire-prevention-plans-environmental-permits>

6 Other supporting information, continued

Complete this question if you accept or propose to accept combustible waste.

6c.1 Does our Fire Prevention Plan guidance apply to any of your activities?

- No Go to section 7
 Yes Go to question 6c.2

6c.2 Do you want to start storing combustible waste or will the fire risk increase in other ways?

- No
 Yes Provide a fire prevention plan or revised fire prevention plan that meets our guidance.

Document reference of the fire prevention plan

App Report V2 Appendix 4 FPP V2

7 Consultation

Complete questions 7a to 7c for installations and waste operations and 7d for installations only. You will only need to answer the following questions if your proposed changes will result in the release of any substances to sewer or certain waters.

Does the change or addition to the waste operation or installation involve releasing any substance into any of the following?

7a A sewer managed by a sewerage undertaker?

- No
 Yes Please name the sewerage undertaker

Severn Trent Water

7b A harbour managed by a harbour authority?

- No
 Yes Please name the harbour authority

7c Directly into inshore waters?

- No
 Yes Please name the relevant Inshore Fisheries and Conservation Authority
 (<https://association-ifca.org.uk/>)

7 Consultation, continued

7d Is the installation on a site for which:

7d.1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No

Yes

7d.2 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

8 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

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

Would you like a reply to your feedback?

Yes please

No thank you

Appendix 1 – Low impact installation checklist (if you completed question 2f, low impact installations, you must also complete this checklist below).

Guidance for applicants on low impact installations

The Industrial Emissions Directive (IED) requires us to permit all installations regardless of their potential for environmental harm.

Consequently, we have developed the Low Impact Installation (LII) permit. If the criteria for LII are met, then a simpler permitting approach is adopted but all other aspects of the Environmental Permitting Regulations (EPR) still apply. LII sites are expected to require minimal regulatory effort by our staff.

Such reduction in regulatory effort can be reflected in lower subsistence charges for operators. The low impact qualifying criteria are demanding, as they are not designed to circumvent the purposes of the IED Directive or the Environment Permitting Regulations that implement them.

We do not consider the following waste activities under Schedule 1 of the Environmental Permitting Regulations to be eligible for the low impact approach:

- Section 5.1 – Incineration and co-incineration of waste
- Section 5.2 – Disposal of waste by landfill
- Section 5.3 – Disposal or recovery of hazardous waste, (except for standard rules SR2012 No13 for the treatment of incinerator bottom ash)
- Section 5.4 – Disposal, recovery or a mix of disposal and recovery of non-hazardous waste
- Section 5.6 – Temporary or underground storage of hazardous waste Requirements on the operator

Requirements on the operator

If you can comply with this guidance, you may pay the lower subsistence charge, as set out in our charges scheme. You must first demonstrate to us that your installation can have only a low impact on the environment through your variation application. We will check that the application is duly made and meets the criteria set out in this guidance. If we do not agree that the installation meets these criteria, we will not proceed to determine the application.

An application for a permit variation must address all the matters set out in the guidance on environmental permitting applications in sufficient detail to allow us to determine it, even if you believe that you are likely to satisfy the LII criteria. You must show through your application that your installation meets each of the conditions set out below. The application might not have to be as detailed as that required for installations that do not meet these criteria. However, it will still need to be made in the proper manner, advertised and entered on the Public Register in the usual way. In coming to our view, we will consider any comments that we receive about the application as part of the consultation process.

The permit conditions for a LII will meet the requirements of the Environmental Permitting Regulations. The permit conditions will also aim to ensure that an installation is operated in such a way that all appropriate measures are taken to avoid pollution, in particular through the application of best available techniques (BAT) and achieving a high level of protection of the environment as a whole. The operator will be required to report each year that the installation is still running as set out in the application and certify that actual releases remain below the levels set out in this guidance.

Appendix 1 – Low impact installation checklist, continued

Installation reference

Low impact installation criterion	Section of supporting document that shows how your proposed activity meets the LII criterion	Do you meet LII criterion?
A – Management techniques		<input type="checkbox"/> Yes <input type="checkbox"/> No
B – Aqueous waste		<input type="checkbox"/> Yes <input type="checkbox"/> No
C – Abatement systems/ releases to air		<input type="checkbox"/> Yes <input type="checkbox"/> No
D – Emissions to groundwater		<input type="checkbox"/> Yes <input type="checkbox"/> No
E – Waste production		<input type="checkbox"/> Yes <input type="checkbox"/> No
F – Energy consumption		<input type="checkbox"/> Yes <input type="checkbox"/> No
G – Accident prevention		<input type="checkbox"/> Yes <input type="checkbox"/> No
H – Noise		<input type="checkbox"/> Yes <input type="checkbox"/> No
I – Emissions of polluting substances		<input type="checkbox"/> Yes <input type="checkbox"/> No
J – Odours		<input type="checkbox"/> Yes <input type="checkbox"/> No
K – Compliance history		<input type="checkbox"/> Yes <input type="checkbox"/> No

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

Appendix 1 – Low impact installation checklist, continued

Determination of low impact installations

We will determine what constitutes a low impact installation according to the principles set out below. You must demonstrate to our satisfaction that such is the nature of the installation, there is no reasonable likelihood that you will fail to meet any of these criteria.

- A. **Management techniques:** All the criteria described below must be met without having to rely on significant management effort. In other words, the installation intrinsically must have only a low environmental impact, including under start up, shut down, or abnormal operating conditions.
- B. **Wastewater:** The installation must not release more than 50 m³ per day of water from process activities conducted at the installation giving rise to effluent. No account need be taken of the volume of water exported from the installation as product. Characterise and quantify any aqueous effluents released from the installation on a daily basis and provide justification that the installation releases no more than 50 m³ per day of water from process activities.
- C. **Abatement systems/releases to air:** The installation must comply with the criteria in this guidance without having to rely on active abatement for releases to the environment outside of any buildings. Releases must not be dependent on continuing or correct operation of equipment, where failure of active pollution prevention systems could result in an unacceptable external release. For example, if the installation depends on active abatement in the form of scrubbers, filters or electrostatic precipitators to achieve the releases to the environment set out in this guidance, it is unlikely that it can be treated as having only a low potential for impact. However, abatement systems installed solely for the protection of workers (where abatement is not to attenuate external environmental releases) need not be included in this assessment.
- D. **Emissions to groundwater:** There must be no planned or fugitive emission from the permitted installation into the ground, or any soak away. This does not preclude the discharge of clean rainwater run-off into soak ways.
- E. **Waste production:** The installation must not produce more than one tonne of waste or 10 kg of hazardous waste per day, averaged over a year, with no more than 20 tonnes of Directive waste or 200 kg of hazardous waste being produced in any one day.
- F. **Energy consumption:** The installation must not consume energy at a rate greater than 3 MW or, if the installation uses a combined heat and power installation to supply any internal process heat, 10 MW. These limits apply to the sum of energy imported as electricity and produced on site through the combustion of fuels.
- G. **Accident prevention:** You must have in place satisfactory containment measures to prevent fugitive emissions to surface water, sewer or land and ensure that these are adequately maintained at all times. This requirement applies to all substances present on site and in any quantity.
- H. **Noise:** There must be only a low potential for causing offence due to noise. An installation will not be considered as a low impact installation if it may give rise to noise noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of noise complaint arising from the installation and consideration of the likely offsite noise levels and proximity of sensitive receptors. Describe the main sources of noise from the installation, the nearest noise sensitive locations and any relevant noise measurement surveys which have been undertaken, and the proposed techniques and measures for the control of noise. Provide justification that there is only a low potential for offence due to noise.

Appendix 1 – Low impact installation checklist, continued

- I. **Emissions of polluting substances:** Justify that there will be no likelihood of a release to the environment of any particular substance from the whole installation at a rate greater than that determined as insignificant as set out in our guidance note (search for ‘Control and monitor emissions for your environmental permit’ at: <https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit>). Describe the nature, quantities and sources of foreseeable emissions from the installation.
 - J. **Odour:** There must be only a low potential for giving offence due to odour. An installation will not be considered as a low impact installation if it may give rise to an offensive smell noticeable outside the installation boundary. This requires the exercise of judgement, taking account of any history of odour complaint from the installation and whether this class of activity is known by experience to give rise to smells. A significant possibility or actual history of excursions or fugitive emissions, for example from stored materials, would suggest that the installation could not be treated as having a low impact. Provide details of potential sources of odour from the installation, for example from stored materials, and justify that there is only a low potential for offence due to odour.
 - K. **Compliance history:** If any of the following enforcement actions have taken place at the same installation under the same management (and where appropriate, have not been overturned on appeal), then it will not normally be considered further as a low impact installation:
 - prosecution*
 - formal caution*
 - suspension notice*
 - enforcement notice relating to an actual or potential environment incident*
- * (All under EPR or the equivalent under previous environmental regimes)

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

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

1 Relevant Offences – date of birth information for each relevant person

Please give us the following details if you have answered ‘Yes’ to question 3a1

Name of relevant person 1

Date of birth (DD/MM/YY)

Name of relevant person 2

Date of birth (DD/MM/YY)

Name of relevant person 3

Date of birth (DD/MM/YY)

Name of relevant person 4

Date of birth (DD/MM/YY)

Continue on a separate sheet as required

Document reference of continuation sheet

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

2 Technical competence – date of birth information for each technically competent manager

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

Name of technically competent manager 1

| Ian Greaves |

Date of birth (DD/MM/YY)

| [REDACTED] |

Name of technically competent manager 2

| |

Date of birth (DD/MM/YY)

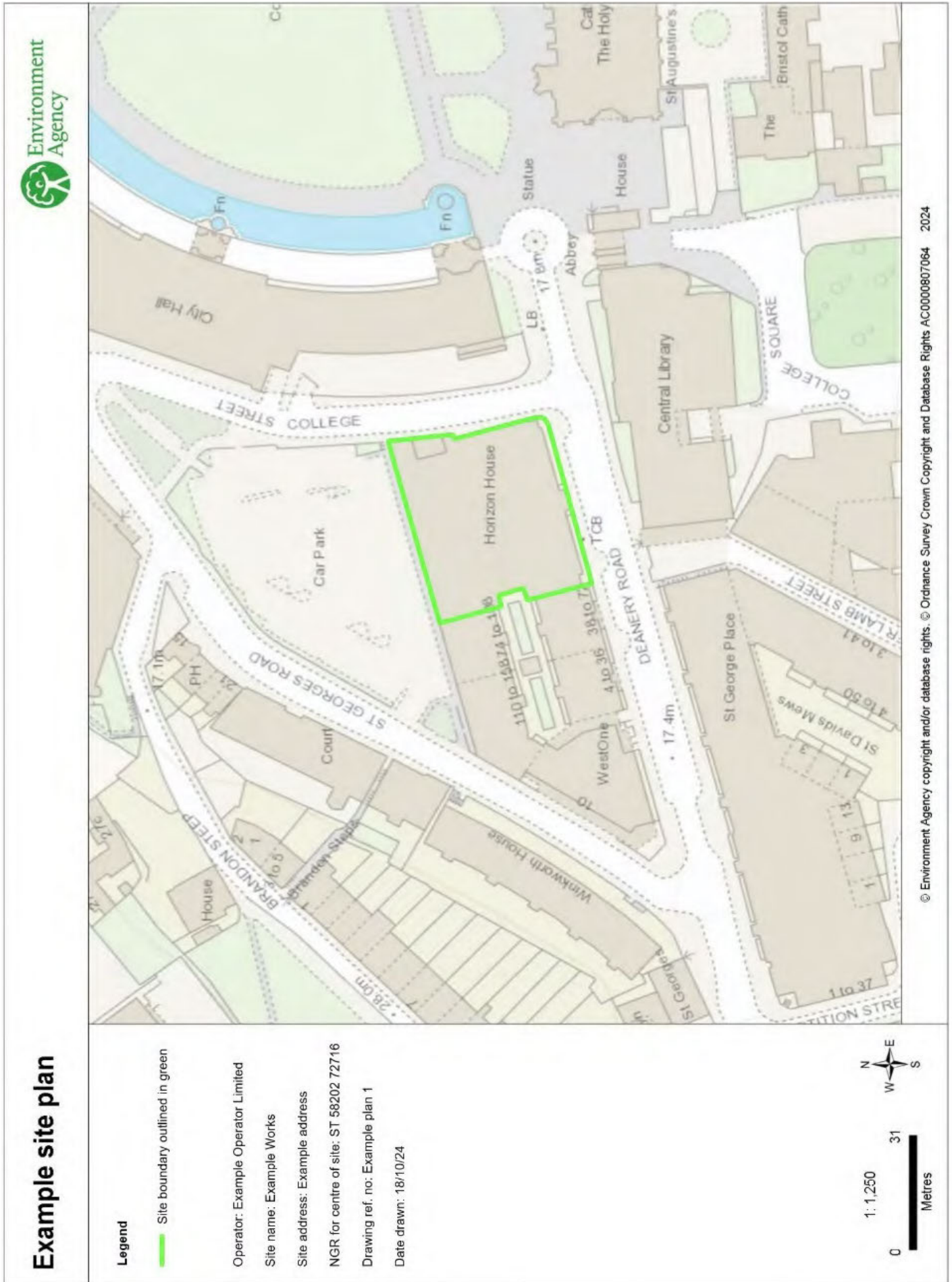
| |

Continue on a separate sheet as required

Document reference of continuation sheet

| |

Appendix 3 – Example site plan



Copyright issue

Please note that some plans and maps will be copyright. Unless you are using your own maps or plans or have paid for the copyright (for example with Ordnance Survey) you may not have the right to reproduce the map or plan.



Application Forms

Part C4

Application for an environmental permit

Part C4 – Varying a bespoke waste operation permit



Fill in this part of the form, together with parts A, C2 and F1, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

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.

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

Contents

- 1 What waste operations are you applying to vary?
- 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 to vary?

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

Fill in a separate table for each waste operation you are applying to vary. 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 this document.

Document reference

App Report, Section 6.

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 to vary?, 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			
Coventry Recycling Facility	AR1 – waste transfer and treatment	R3, R4, R5, D9, D14. Please see App Report for full descriptions.		250,000.00
	AR2 - Storage of Waste	R13, D15. Please see App Report for full descriptions.		55,000.00
For all waste operations	Total storage capacity (see note 2)		50.00	55,000.00
	New total if varying to increase			
	Annual throughput (tonnes each year)			
	New total if varying to increase			

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

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

App Report, Section 6.

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 the guidance notes on part C4)

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 facility.

Table 2 – Emissions

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

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 C2 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)
Physical Treatment of Waste	Non-Hazardous and inert waste appropriate measures for permitted facilities	gov.uk
Storage of Waste	Control and monitor emissions for your environmental permit	gov.uk

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

App Report V1

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 App Report V1 Appendix 1 Dust Management
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 App Report V1 Appendix 3 Odour Management Plan
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 App Report V1 Appendix 2 NMP

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 Forms

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
	1				

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
1.16.6	Household, commercial and industrial waste transfer station; includes assessment of fire prevention plan and odour management plan.		£4,588
Total A			£4,588

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	<input type="checkbox"/>
1.19.2	Habitats assessment (except where the application activity is a flood risk activity, water discharge or groundwater activity).	£779	<input type="checkbox"/>
1.19.3	Fire prevention plan (except where the application activity is a farming installation).	£1,241	<input type="checkbox"/>
1.19.4	Pests management plan (except where the application activity is a farming installation).	£1,241	<input type="checkbox"/>
1.19.5	Emissions management plan (except where the application activity is a farming installation).	£1,241	<input checked="" type="checkbox"/>
1.19.6	Odour management plan (except where the application activity is a farming installation).	£1,246	<input type="checkbox"/>
1.19.7	Noise and vibration management plan (except where the application activity is a farming installation).	£1,246	<input checked="" type="checkbox"/>
1.19.8	Ammonia modelling assessment	£620	<input type="checkbox"/>
1.19.9	Dust and bio-aerosol management plan.	£620	<input type="checkbox"/>
1.19.10	Habitats assessment for discharges to water and groundwater activities.	£2,218	<input type="checkbox"/>
1.19.11	Specific Substances Assessment for a water discharge activity to surface water.	£4,114	<input type="checkbox"/>
1.19.12	Specific Substances Assessment for a groundwater activity.	£1,685	<input type="checkbox"/>
	Advertising	£538	<input type="checkbox"/>
Total B			£2,487

Total charges

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

£7,075

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

Mr

First name

Jak

Last name

Reay

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

Lakeside MRF LLTD

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

Director

Today's date (DD/MM/YYYY)

24/10/2025

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.

Question reference	Document title	Document reference
Part C2 Q2b	App Report V1	App Report V1
Part C2 Q3d	App Report V1	App Report V1 section 5
Part C2 Q4	App Report V1	App Report V1 Appendix 2 ERA
Part C2 Q6	App Report V1	App Report V1 Section 6 Non Technical Summary
Part C2 Q6b	App Report V1	Drawing No. 25/008a 004 Drainage Plan
Part C2 Q6c.2	App Report V1	App Report V2 Appendix 4 FPP V2
Part C4 Q3a	App Report V1	App Report V1
Part C4 Q3b	App Report V1	App Report V1 Appendix 1 Dust Management Plan
Part C4 Q3b	App Report V1	App Report V1 Appendix 3 Odour Management Plan
Part C4 Q3b	App Report V1	App Report V1 Appendix 2 NMP
Part C4 Q1	App Report V1	App Report V1 Section 6

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

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.

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

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

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?

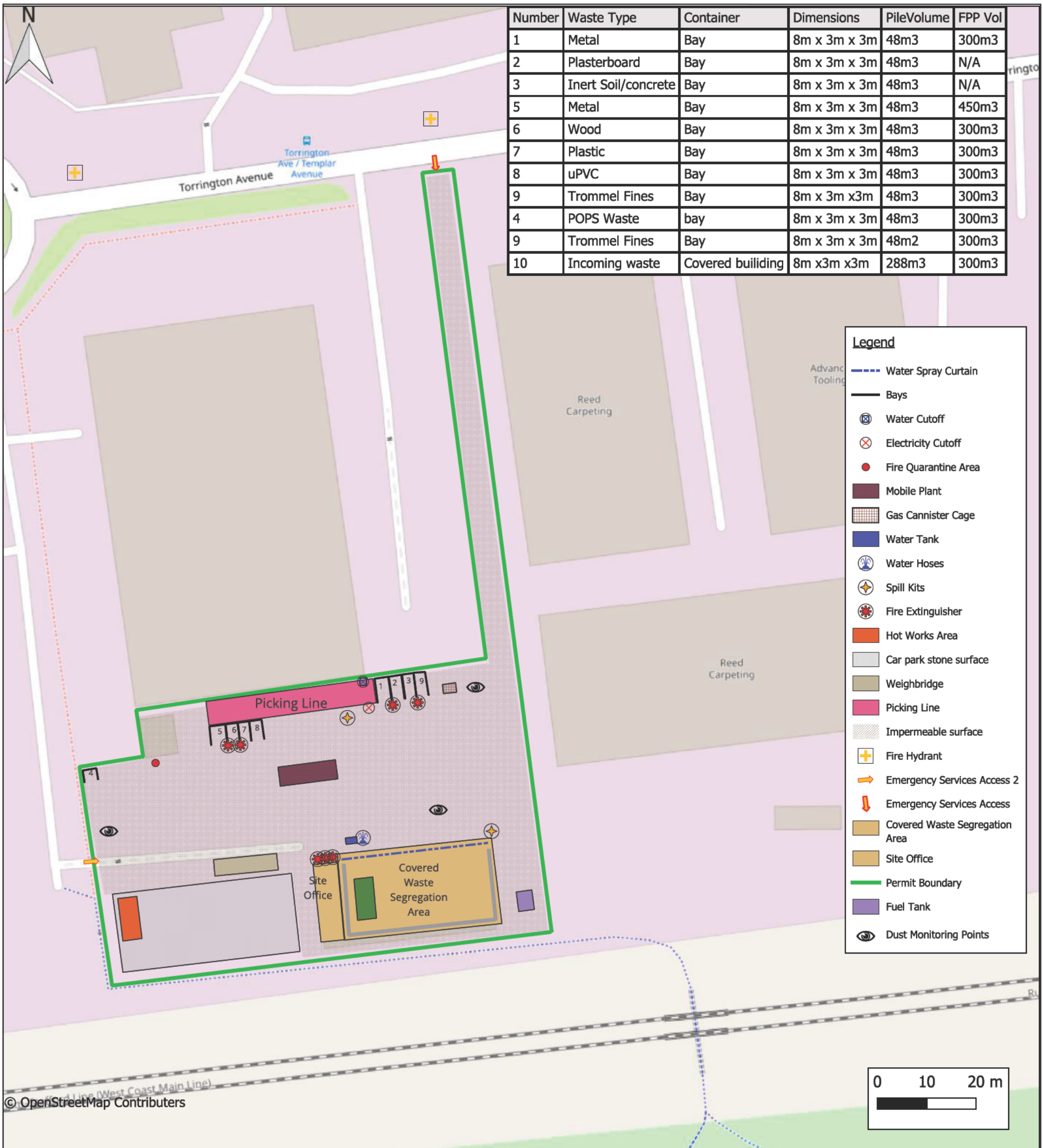
- No
 Yes

Amount received (£)

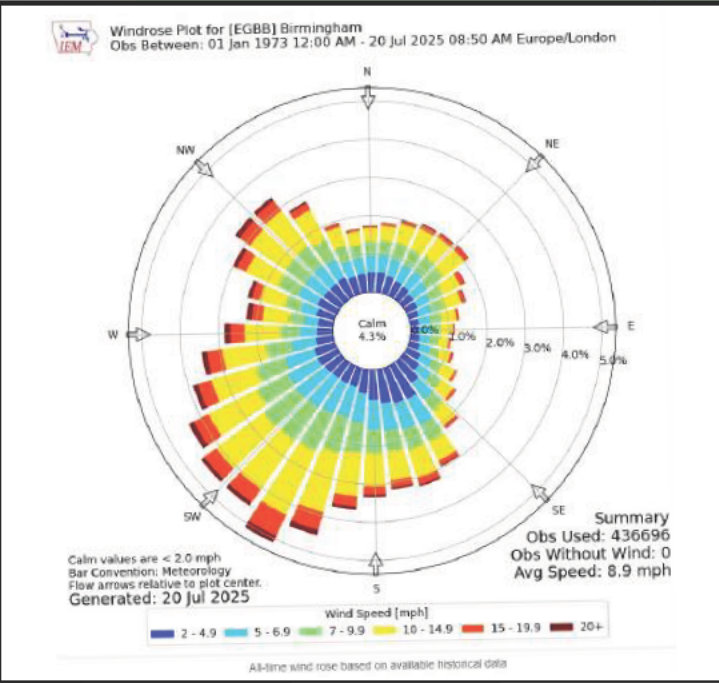


Drawings

- 25/008a 002 Site Layout Plan
- 25/008a 003 Sensitive Receptors
- 25/008a 004 Drainage Plan

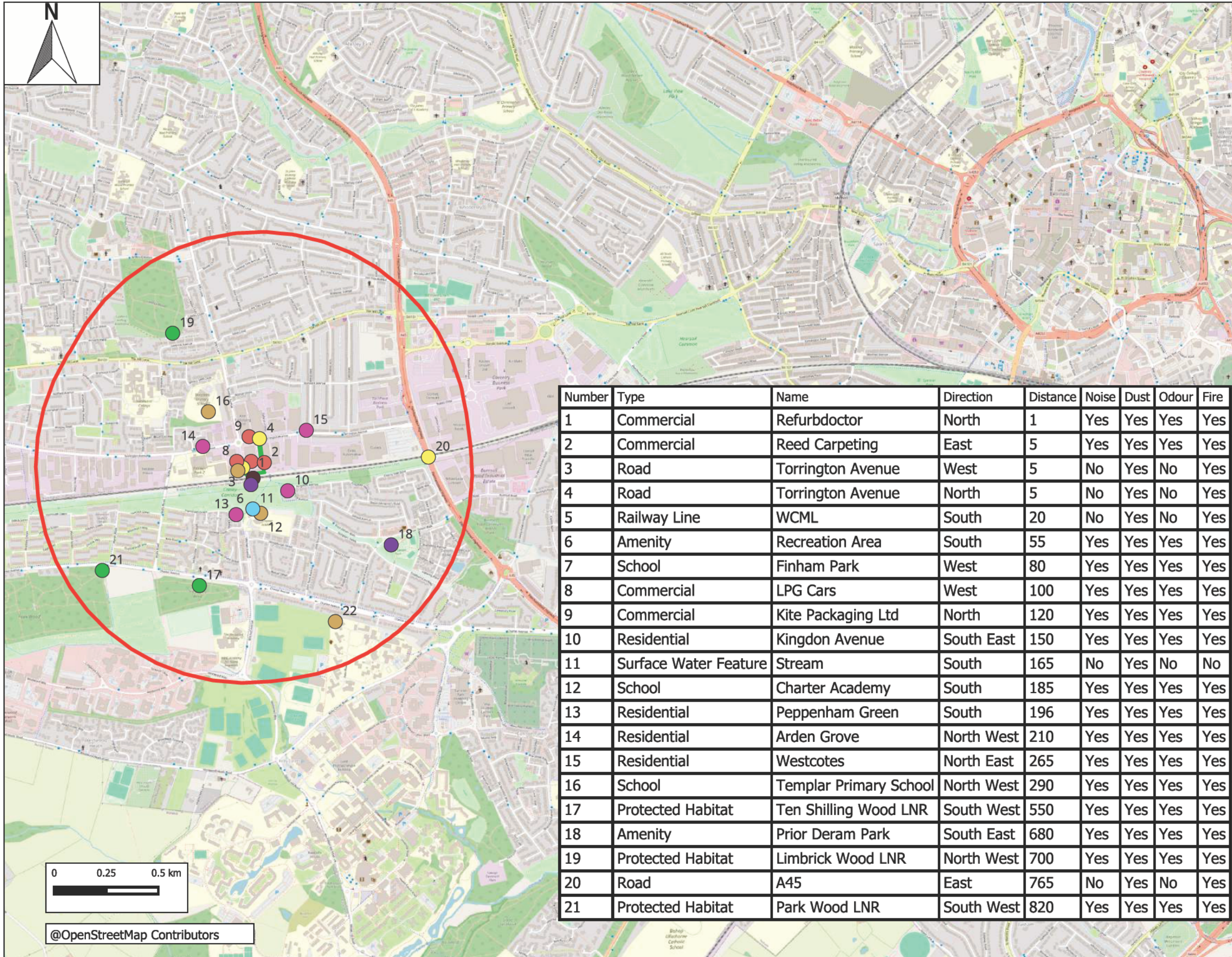


Lakeside MRF Limited
 Coventry Recycling Facility
 Templar Avenue
 Coventry
 CV4 9AP
 Drawing: 25/008a 002 V3 Site Layout Plan
 Scale 1:750 @A3
 Drawn by: VC
 Date: 28th August 2025
 Amends:
 10/10/2025 V2 moved weighbridge and hotworks
 V3 Added shredder



WESTBURY ENVIRONMENTAL
 PROVIDING SOLUTIONS, ENSURING COMPLIANCE

T 01952 879705 E info@westburyenv.co.uk
 Agriculture House, Southwater Way
 Telford, Shropshire, TF3 4NR
 www.westburyenv.co.uk



Client: Lakeside MRF Ltd

Sensitive Receptors Plan

Reference: 25/008a 003

Coventry Recycling Facility,
Templar Avenue,
Off Torrington Avenue,
Coventry,
CV4 9AP

Scale: 1:17,000

26th August, 2025

Created by: VC

Number	Type	Name	Direction	Distance	Noise	Dust	Odour	Fire
1	Commercial	Refurbdoctor	North	1	Yes	Yes	Yes	Yes
2	Commercial	Reed Carpeting	East	5	Yes	Yes	Yes	Yes
3	Road	Torrington Avenue	West	5	No	Yes	No	Yes
4	Road	Torrington Avenue	North	5	No	Yes	No	Yes
5	Railway Line	WCML	South	20	No	Yes	No	Yes
6	Amenity	Recreation Area	South	55	Yes	Yes	Yes	Yes
7	School	Finham Park	West	80	Yes	Yes	Yes	Yes
8	Commercial	LPG Cars	West	100	Yes	Yes	Yes	Yes
9	Commercial	Kite Packaging Ltd	North	120	Yes	Yes	Yes	Yes
10	Residential	Kingdon Avenue	South East	150	Yes	Yes	Yes	Yes
11	Surface Water Feature	Stream	South	165	No	Yes	No	No
12	School	Charter Academy	South	185	Yes	Yes	Yes	Yes
13	Residential	Peppenham Green	South	196	Yes	Yes	Yes	Yes
14	Residential	Arden Grove	North West	210	Yes	Yes	Yes	Yes
15	Residential	Westcotes	North East	265	Yes	Yes	Yes	Yes
16	School	Templar Primary School	North West	290	Yes	Yes	Yes	Yes
17	Protected Habitat	Ten Shilling Wood LNR	South West	550	Yes	Yes	Yes	Yes
18	Amenity	Prior Deram Park	South East	680	Yes	Yes	Yes	Yes
19	Protected Habitat	Limbrick Wood LNR	North West	700	Yes	Yes	Yes	Yes
20	Road	A45	East	765	No	Yes	No	Yes
21	Protected Habitat	Park Wood LNR	South West	820	Yes	Yes	Yes	Yes

Legend

Sensitive Receptors

- Amenity
- Commercial
- Protected Habitat
- Rail Line
- Railway Line
- Residential
- Road
- School
- Surface Water Feature

0 0.25 0.5 km



@OpenStreetMap Contributors



T 01922 879705 | info@westburyenv.co.uk
A Agriculture House, Southwater Way
Telford, Shropshire, TF3 8WJ
www.westburyenv.co.uk



Appendix 1

Dust Management Plan

Lakeside MRF Ltd

Dust Management Plan

Coventry Recycling Facility
Templar Avenue
off Torrington Avenue
Coventry
CV4 9AP



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



Document Control Table

Project Reference	25/008g
Project Title	Environmental Management System
Document Title	Dust Management Plan V1
Document Issue Date	24 October 2025
Client	Lakeside MRF Ltd
Status	Issued

Change Log

Version	Comment	Produced by	Checked by	Date
1	Original Dust Management Plan.	Sian Wilcox	Tracey Westbury	08 October 2025
2	Changes to: 1.3, 4.5, 4.7, 5.6 Table 5.1, Table 5.2.	Vicky Cawley	Tracey Westbury	24 October 2025



Contents

1. Introduction	1
2. Relevant Legislation.....	2
3. Site Location and Sensitive Receptors	3
4. Operations at the Site	6
5. Dust Management and Mitigation	8
6. Other Considerations:	14
7. Cessation of Operations for Dust Mitigation	15
8. Monitoring	17
9. Actions When an Alarm is Triggered	18
10. Reporting and Complaints Response	19

Figures

Figure 3.1 Windrose Diagram from Coventry Airport Weather Station	3
---	---

Tables

Table 3.1: Sensitive Receptors Within 1km of the Site Boundary	4
Table 4.1: Potential of Waste Types to Produce Dust Emissions	7
Table 5.1: Source-Pathway-Receptor Routes	9
Table 5.2: Mitigation Measures	10
Table 7.1 Estimating the Magnitude of Risk	15
Table 7.2 Temperature	15
Table 7.3 Risk Matrix for Warm Weather	15
Table 7.4 Risk Matrix for Cool Weather.....	16
Table 7.5: Action Required for Each Level of Risk.....	16

Drawings

Drawing No. 25/008a 002	Site Layout Plan
Drawing No. 25/008a 003	Sensitive Receptor Plan

Appendices

Appendix 1	Daily Inspection Checklist
Appendix 2	Complaints Form
Appendix 3	Dust, Fibres and Particulates Procedure



1. Introduction

- 1.1. Westbury Environmental Limited have prepared this Dust Management Plan (DMP) on behalf of Lakeside MRF Ltd (the Operator) at Coventry Recycling Facility, Templar Avenue, off Torrington Avenue, Coventry, CV4 9AP (Site).
- 1.2. The Environmental Permit Ref. EPR/KP3598CM (Permit) allows for the transfer and treatment of household, commercial and industrial waste.
- 1.3. This version of the DMP has been prepared to account for the changes made to the Permit. These changes include the increase in annual throughput, tonnage of waste stored on Site and waste codes to be accepted.
- 1.4. The Site extends to an area of approximately 0.6 hectares. The location and extent of the Site is shown in Drawing No. 25/008a 002 Site Layout Plan.
- 1.5. This Dust Management Plan provides information on the sources, risks and mitigation measures related to the potential of dust from the waste operations carried out on the Site.

Definitions Used Within This Report

- 1.6. Dust is a generic term for particulate matter and covers airborne particles in the size range of 1 to 75µm (micrometres) in diameter:
 - Particles less than 10µm are '*small*'.
 - 10µm to 30µm are termed '*intermediate*'.
 - Particles above 30µm are termed '*large*'.
- 1.7. Large and intermediate dust particles are often referred to as nuisance dust, whilst small particles are associated with effects on human health.
- 1.8. Dust generated from the waste operations undertaken on this Site and the movement of plant and vehicles are commonly of *larger* particle size.
- 1.9. The larger particle fraction of dust can create a potential nuisance in the community or impact on the environment. It is normally perceived as an accumulated deposit on surfaces such as window ledges, paintwork, and other horizontal surfaces e.g., car roofs. When the rate of accumulation is sufficiently rapid to cause noticeable fouling, discolouration, or staining (and decreasing time between cleaning) then the dust is generally considered to be a nuisance. The visibility of dust clouds themselves may also give rise to such impacts.

Content of the Dust Management Plan

- 1.10. This Dust Management Plan forms part of the Environmental Management System (EMS) for the Site. Procedures and forms referenced within this Dust Management Plan are included within the EMS. Completed forms (records) are kept, as required by conditions included in an Environmental Permit.
- 1.11. This Dust Management Plan is structured as follows:
 - Section 2 provides a summary of the relevant legislation and guidelines.
 - Section 3 provides information relating to the Site setting, including the location of the Site and nearby sensitive receptors.
 - Section 4 provides a summary of the operations carried out on the Site and the delivery of material to the Site.
 - Section 5 provides information on the dust management and the mitigation measures employed at the Site.
 - Section 6 details other considerations.
 - Section 7 provides information on cessation of operations for dust mitigation.
 - Section 8 provides details of Site monitoring.
 - Section 9 provides a summary of what happens when an alarm is triggered.
 - Section 10 provides a description of how complaints can be made and how they are addressed by the Site management.



2. Relevant Legislation

- 2.1. The *Air Quality Strategy (AQS) for England, Scotland, Wales and Northern Ireland* fulfils the requirement under Part IV of the *Environment Act 1995* for a national air quality strategy which sets out policies for improving ambient air quality and keeping these under review. The first strategy, the *National Air Quality Strategy (NAQS)*, was published in March 1997. In January 1999, proposals to amend the strategy were put out for consultation and a consultation document was produced. Following consultation, a revised version of the strategy was published in January 2000. This was further revised in 2007 and has not been revised since this date.
- 2.2. The AQS provides a framework for air quality control through air quality management and air quality standards and objectives for different pollutants (including particulate matter). These air quality standards and objectives were transposed into English Law by the *Air Quality (Standards) Regulations 2010*.

Air Quality Management Area (AQMA)

- 2.3. The system of local air quality management (LAQM) was introduced under the *Environment Act 1995*. LAQM requires local authorities to periodically review and assess the current and future quality of air in their areas. Where it is determined that an air quality objective is not likely to be met within the relevant period, the authority must designate an AQMA.
- 2.4. The Site is located within Coventry City Council AQMA. The declared pollutant in this AQMA is Nitrogen Dioxide (NO₂).

Low Emission Zone (LEZ)

- 2.5. An LEZ is an area that has restrictions on the type and age of vehicles permitted in it, therefore, vehicles emitting high levels of pollution can be prevented from entering and operating within the zone.
- 2.6. The Site is not located within an LEZ.



3. Site Location and Sensitive Receptors

Site Location

- 3.1. The Site is located at Coventry Recycling Facility, Templar Avenue, off Torrington Avenue, Coventry, CV4 9AP. The permit boundary is shown on the Drawing No. 25/008a 002 Site Layout Plan.
- 3.2. The Site is located at National Grid Reference SP 29367 77791 approximately 4km southwest of central Coventry and approximately 800m west of Fletchamstead Highway (A45).
- 3.3. The Site extends to an area of approximately 0.6 hectares.
- 3.4. The Site is situated in an industrial estate, with commercial buildings to the west, northwest, north, northeast and north. There is a railway track, areas of woodland and fields immediately southwest, south and southeast of the Site.
- 3.5. The Site is located off Torrington Avenue. This road forms part of the roadways within the Charter Avenue Industrial Estate.

Meteorology

- 3.6. Unlike many other atmospheric pollutants, the generation of dust is particularly dependent upon weather conditions.
- 3.7. The prevailing meteorological condition at any site is dependent upon many factors, including its location in relation to macroclimatic conditions as well as more site specific, microclimatic conditions. The most significant meteorological factor is the predominant wind direction and wind speeds, and consequently data has been collected regarding the predominant wind speeds and directions appropriate to the Site.
- 3.8. Wind direction data for the Site has been obtained from Coventry Airport Weather Station, located approximately 6.5km southeast of the site, see Figure 3.1 Windrose Diagram from Coventry Airport Weather Station. The Windrose data has been used to determine the likelihood of surrounding receptors being affected by dust emissions from the Site in the absence of sufficient mitigation.
- 3.9. There are areas of woodland located to the south, southeast and southwest of the Site that could potentially screen the Site from the impacts of wind from the predominant wind direction. The Site is surrounded by commercial buildings that form part of the industrial estate that the Site is situated in. The surrounding buildings may screen the Site from the impact of wind from other directions.
- 3.10. The predominant wind direction at the Site is from the southwest.

Figure 3.1 Windrose Diagram from Coventry Airport Weather Station

(Arrow indicates predominant wind direction.)





Sensitive Receptors

- 3.11. This Dust Management Plan identifies all types of receptors within 1km of the Site that may be sensitive to dust emissions.
- 3.12. The distance from the Site boundary to the boundary of the sensitive receptor plays an important role in the potential impact experienced from airborne dust. Concentrations of airborne dust reduce significantly further away from the source.
- 3.13. Due to the nature of the materials being handled on this Site the particle size of the dust emitted is of intermediate to large particles. Therefore, it can be concluded that these particles are highly likely to be deposited within approximately 250m from the source.
- 3.14. Sensitive receptors to the northeast of the Site are considered most at risk of being impacted by dust emissions from Site operations due to the predominant wind direction being from the southwest.
- 3.15. The Site is located within Coventry City Council AQMA. The declared pollutant in this AQMA is Nitrogen Dioxide (NO₂). Emissions from the Site do not include NO₂.
- 3.16. The direction and distances from the boundary of the Site to the boundary of sensitive receptors are provided in Table 3.1.

Table 3.1: Sensitive Receptors Within 1km of the Site Boundary

Receptor	Type of Receptor	Bearing from Site	Approx Distance from Site Boundary to Receptor Boundary (m)
Refurbdoctor	Commercial	North	0
Reed Carpeting	Commercial	East	5
Recreation Area	Amenity	South	50
Finham Park	School	West	80
LPG Cars	Commercial	West	100
Kite Packaging Ltd	Commercial	North	120
Kingdon Avenue	Residential	Southeast	150
Stream	Surface Water Feature	South	165
Charter Academy	School	South	185
Peppenham Green	Residential	South	196
Arden Grove	Residential	Northwest	210
Westcotes	Residential	Northeast	265
Templar Primary School	School	Northwest	290
Ten Shilling Wood LNR	Protected Habitat	Southwest	550
Prior Deram Park	Amenity	Southeast	680
Limbrick Wood LNR	Protected Habitat	Northwest	700
Park Wood LNR	Protected Habitat	Southwest	820
University of Warwick	School	South	840

- 3.17. The locations of these receptors are shown in Drawing No. 25/008a 003 Sensitive Receptors Plan.
- 3.18. The nearest residential receptor is Kingdon Avenue, located 150m southeast of the Site. This residential receptor is not located in the predominant wind direction. A railway line, areas of woodland and fields separate the residential area from the Site.



- 3.19. Residential receptors to the northeast are located in the predominant wind direction. The residential receptors to the northeast are located 265m from the boundary of the Site. The part of the boundary nearest to this receptor consists of the access road leading to the operational area of the Site. A number of commercial buildings, and Torrington Avenue sit between the operational area of the Site and these receptors.
- 3.20. There are local nature reserves located within 1km of the Site. These are located 550m southwest, 700m northwest and 820m southwest. These nature reserves are not located within the predominant wind direction from the Site. A number of buildings that form part of the industrial estate and surrounding residential areas, Torrington Avenue and other minor public highways such as B roads and roads within residential estates, sit between the Site and the local nature reserves.

Other Sources of Dust

- 3.21. Activities carried out by surrounding businesses on the industrial estate could be considered to be sources of dust emissions dependant on the nature of the activities. The following business types may contribute to dust emissions in the vicinity of the Site:
- Concrete Batching Plant – Potential dust emissions from the production, storage and handling of concrete products.
 - Logistics and warehousing – Stored materials could potentially produce dust under certain conditions.
 - General Industrial Activity – Other nearby operations may contribute to dust emissions through outdoor storage, mechanical processing or unpaved surfaces.



4. Operations at the Site

- 4.1. The Permit allows for the transfer and treatment of household, commercial and industrial waste.
- 4.2. Waste is delivered onto the Site by Heavy Goods Vehicles (HGVs). The movement of vehicles visiting and moving around on the Site has the potential to cause dust emissions, particularly in dry and windy conditions. A 5mph speed limit and the minimisation of vehicle movements are enforced on the Site to help minimise the amount of dust generated by vehicle wheels.
- 4.3. All vehicles entering / exiting the Site will be sheeted to minimise the likelihood of dust emissions.
- 4.4. Incoming mixed waste is tipped waste segregation area. Waste is hand-sorted or mechanically sorted via a picking line before being moved to dedicated storage bays based on waste type.

Overview of Waste Operations

- 4.5. Specific operations carried out on the Site are listed below with further information regarding the potential for these activities to cause dust emissions:
 - Vehicle Movements
 - The movement of vehicles within the Site has the potential to cause dust emissions, particularly in dry and windy conditions.
 - Mud could be tracked out of the Site by vehicles, potentially causing dust emissions from the road surface.
 - Waste Treatment Activities
 - Sorting.
 - Separation.
 - Screening.
 - Baling
 - Shredding
 - Crushing
 - Compaction
 - Bulking
 - Waste Storage
 - Waste is stored outside in bays.
 - Waste stockpiles have the potential to cause dust emissions from wind whipping.
 - The permit will allow the storage of 1000m³ of waste.

Site Layout

- 4.6. The layout of the Site is shown on Drawing No. 25/008a 002 Site Layout Plan.
- 4.7. Incoming waste is tipped in the dedicated covered waste treatment area in the southern part of the Site. Waste is hand sorted or mechanically treated in the northern part of the Site, before being moved to dedicated storage areas based on waste type.
- 4.8. The design of the site with buildings on two sides and a central clear area makes the process of vehicles entering and exiting the Site more efficient. This reduces the length of time vehicles are moving or idling on the Site, minimising vehicle emissions.
- 4.9. Waste storage bays are located near to the picking line in the northern part of the Site.
- 4.10. The Site surface is predominantly an impermeable concrete surface. All waste treatment and storage is carried out on the impermeable concrete area.
- 4.11. There is an area of hardstanding (stone) to the southwest of the Site. This area is used exclusively as a car park for staff/other vehicles.



Plant and Equipment

- 4.12. The following equipment is used on the Site for the waste operations:
- Loading Shovels.
 - Excavators.
 - Screener (Picking Line).
 - Shredder
- 4.13. All the plant and equipment used on the Site are subject to maintenance checks and planned preventative maintenance in accordance with the procedures within the EMS.
- 4.14. All plant is operated in a proper manner with respect to minimising emissions, for example, switching off plant when not in use and no-revving of engines etc. The Operator implements a policy of replacing older machinery with new, lower emission machinery as it becomes available and as the business development allows.
- 4.15. All mobile and fixed plant on Site is subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.
- 4.16. Site management undertake or delegate additional preventative maintenance checks on a frequent basis to ensure the following:
- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
 - All plant engines and/or generators are powered down and completely shut off prior to cessation of operations on any given day.
- 4.17. A 'no-idling' policy is in place which ensures that engines are switched off when vehicles or plant are not in use. This policy will ensure that tail pipe emissions are significantly reduced.

Waste - Dust Potential

- 4.18. Wastes that consist mainly of dusts, powders or loose fibres are not accepted at Site in accordance with the conditions of the Permit.
- 4.19. The waste types accepted at the Site that have a significant potential to cause dust during storage, transport and treatment have been identified in the table below. These have been assigned a 'low', 'medium' or 'high' risk level for the potential to generate dust emissions. See Table 4.1: Potential of Waste Types to Produce Dust Emissions.

Table 4.1: Potential of Waste Types to Produce Dust Emissions

Waste Type	Processes Waste Type Subjected To	Dust Potential
Concrete, bricks, tiles, ceramics	Storage	Low
	Handling and treatment	High
Soils and Stones	Storage	Medium
	Handling and treatment	High
Wood	Storage	Low
	Handling	Low
	Treatment	High
Mixed waste	Storage	Low
	Handling and treatment	Medium



5. Dust Management and Mitigation

Responsibility for Implementation of the Dust Management Plan

- 5.1. The Site Manager is responsible for the implementation of the Dust Management Plan and for ensuring that the mitigation strategies in place are adhered to. Where the Site Manager is unavailable to oversee the implementation of dust suppression measures, a suitably experienced Site Operative is delegated responsibility from the Site Manager.
- 5.2. This Dust Management Plan will be reviewed every four years, after a complaint, at the request of the Environment Agency, or when a change in operations is deemed to have a potential effect on dust emissions. The review process will amend any mitigation measures that have been identified as areas for improvement in reducing dust emissions from the Site.
- 5.3. All staff members have received the necessary training to deliver dust suppression measures detailed within this Dust Management Plan. All staff are given training on the EMS for the Site, which includes a Dust Procedure. All staff on the Site are trained on the Dust Procedure which includes details regarding mitigation measure and monitoring/recording visual inspections. Site procedures are communicated between staff via EMS training and regular toolbox talks. Where new dust suppression measures are implemented, training is provided to ensure staff remain competent. This training is delivered by the Site Manager.

Sources and Control of Fugitive Dust Emissions

- 5.4. Table 5.1 details the potential sources of dust on the Site and which mitigation measures are implemented in order to break the source-pathway-receptor routes for dust emissions.
- 5.5. Table 5.2 lists the mitigation measures to control dust emissions at the Site.
- 5.6. The following dust mitigation measure are always implemented on Site:
 - Minimising drop heights.
 - A 5mph speed limit.
 - Spray curtain on open face of waste segregation building.
 - Spray bars on outdoor waste treatment plant.
- 5.7. The following dust mitigation measures will always be implemented on Site if there is no significant rainfall:
 - Use of a water hose around waste treatment and movement activities.
 - Use of a misting system on waste stored outdoors when required.
- 5.8. The following dust mitigation measures are implemented on an as-needs basis that is determined by the Site operative after consideration of the checks made onsite:
 - Hoses connected to a water tank to spray water on stored materials.
 - Hoses connected to a water tank to spray water on Site surfaces.

**Table 5.1: Source-Pathway-Receptor Routes**

Source	Pathway	Receptor	Type of Impact	Where relationship can be interrupted
Movement of vehicles on site surfaces and local roads.	Atmospheric dispersion from the wheels on surfaces.	Surrounding sensitive receptors, Torrington Avenue.	Airborne particulates causing a nuisance.	<p>Hoses are available on Site to dampen the Site surface in warm, dry, and windy conditions.</p> <p>A strict 5mph speed limit is enforced on Site. Lower vehicle speeds will minimise resuspension of mud and dust as airborne particulates.</p> <p>All vehicles are checked before they leave the Site to ensure that mud will not be tracked out beyond the Site access road. All incoming/outgoing vehicle loads are sheeted.</p> <p>Any mud, observed on the public highway in close proximity to the Site, is cleaned by way of road sweeper.</p>
Operation of waste treatment and movement equipment.	Atmospheric dispersion of dust produced by movement of materials within equipment.	Surrounding sensitive receptors.	Airborne particulates and buildup of dust.	<p>Movements of vehicles and equipment are kept to a minimum to reduce double handling and subsequent dust emissions.</p> <p>Drop heights are kept to a minimum at all times.</p> <p>Screening, baling, shredding, and crushing are conducted in the 3-sided building.</p> <p>The open side of the building is fitted with a spray curtain.</p>
Handling and storage of wastes.	Atmospheric dispersion.	Surrounding sensitive receptors.	Airborne particulates and buildup of dust.	<p>Drop heights from equipment and vehicles are kept to a minimum at all times to reduce the risk of dust emissions.</p> <p>During periods of dry or windy weather, or if the material is considered to be fine/dusty material, stockpiles will be dampened down prior to and during waste movement/handling.</p> <p>Operations may be temporarily ceased in accordance with the Risk Matrix presented in Section 7.</p> <p>Weather conditions are assessed at the end of the day to identify if stored waste need to be further dampened down to minimise the risk of dust emissions occurring outside of operational hours.</p>

**Table 5.2: Mitigation Measures**

Mitigation Measure	Description / Effect	Use on Site	Trigger for implementation	How is it implemented?	Further mitigation if not effective
Preventative Measures					
Boundary Fences and Walls.	The Site is surrounded by neighbouring commercial buildings. Where the Site boundary is not bounded by a building, there is fencing in place.	All operations are contained within the site boundary.	No trigger – part of the infrastructure.	N/A	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) are triggered e.g. dampening down of Site surfaces.
Site speed limit, 'no idling' policy and minimisation of vehicle movements on Site.	Reducing vehicle movements reduces dust and vehicle emissions from the Site. Enforcement of the speed limit and limiting movements will reduce the chance and amount of re-suspension of dust by vehicle wheels.	There is a no-idling policy in place on the Site for vehicles. Vehicle movements are minimised by ensuring that the double handling of materials is avoided where possible. Incoming waste loads are deposited in a dedicated waste segregation area to minimise vehicle movements. A 5mph speed limit is enforced on the entire Site.	Speed limit signage. Enforcement of speed limit by Site Manager and constant observation and reminders by Site operatives.	These measures are implemented by staff training on the EMS and speed limit signs on the Site.	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) are triggered e.g. dampening down of Site surfaces. If excessive dust emissions from vehicle movements continue after these measures, then operations shall temporarily cease.
Minimising drop heights for waste.	Minimising the height at which waste is dropped should reduce the distance over which dust could be blown and dispersed by winds.	The handling of waste material on Site should be minimised at all times. Staff are trained on minimising drop heights.	This measure is implemented whenever the Site is operational i.e. whenever material is being moved.	By plant operators lowering the grabs, shovels etc. on the equipment being used to move potentially dusty materials.	Surfaces and stockpiles will be dampened to minimise dust generation. If excessive dust emissions continue



Mitigation Measure	Description / Effect	Use on Site	Trigger for implementation	How is it implemented?	Further mitigation if not effective
					after these measures, then operations shall temporarily cease.
Good housekeeping.	Having a consistent, regular housekeeping regime that is supported by management, will ensure the Site is regularly checked and issues remedied to prevent and remove dust build up.	The EMS implemented on the Site will have a specific procedure for enforcing good housekeeping. Litter onsite is collected and disposed of daily by a Site Operative to keep the Site tidy.	These measures are implemented whenever the Site is operational.	Good housekeeping is implemented by following the housekeeping procedure within the EMS and by carrying out Site inspections. Details of housekeeping checks are included in the Inspection Checklists, see Appendix 1, Daily Inspection Checklist. Completed Checklists are reviewed by the Site Manager on the day that they are completed.	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) will be triggered e.g., dampening down of surfaces.
Wheel washing.	Vehicles exiting the Site have access to hoses connected to a water tank to facilitate wheel washing where necessary to prevent the tracking of mud out onto local roads.	The Site is largely surfaced with concrete, with the exception of an area of hardstanding stone. The hardstanding area is used exclusively as a car park for staff/other vehicles. Therefore, it is considered that there is a low capacity for mud to occur across the Site. Site operatives have access to water hoses to clean the wheels and bodies of vehicles leaving the Site if required.	All vehicles have access to the wheel washing equipment on the Site.	Vehicles are directed to the available hoses to wash mud/dust from wheels.	A road sweeper will be hired and deployed should the wheel wash be ineffective and mud is observed on the local highway.
Sheeting of vehicles.	All vehicles delivering or removing waste are sheeted/enclosed to minimise dust release in transit.	The EMS states that all vehicles entering / exiting the Site must be sheeted to minimise the likelihood of dust emissions.	Loading of potentially dusty materials onto a vehicle is followed by closing of the sheet covers on that vehicle. Visual observation of incoming vehicles will take place.	The sheeting on the vehicle is checked to ensure proper coverage before the vehicle is allowed to leave the site. Incoming vehicles that are not sheeted are rejected from the site or sheeted immediately.	If excessive dust emissions are continued to be observed leaving the Site boundary, then the further mitigation measure(s) will be triggered. e.g., dampening down of materials.



Mitigation Measure	Description / Effect	Use on Site	Trigger for implementation	How is it implemented?	Further mitigation if not effective
			All vehicles carrying waste to the Site are sheeted at all times unless being loaded or unloaded.		
Ceasing operations during high winds and/or exceptionally dry conditions.	Mobilisation of dust and particulates is likely to be greater during periods of strong winds or exceptionally dry conditions and hence ceasing operation at these times may reduce peak pollution events.	<p>During exceptionally dry and/or windy conditions, if any operations / Site movements cause or are likely to cause visible dust emissions beyond the Site boundary, or if abnormal dust emissions are observed within the Site, Site waste operations may be suspended to avoid further dust emissions.</p> <p>The weather conditions at the Site are considered and recorded at the start of each working day so that the day's work may be planned to take in regard any potential dust emissions. If the wind speed and direction are likely to increase the risk of nuisance to nearby receptors, then operations may be temporarily stopped.</p> <p>Wind speeds and temperature are not electronically measured on Site. Weather conditions are recorded on the Daily Inspection Checklist from observations made. Wind speed is estimated from either:</p> <ul style="list-style-type: none"> • Using local wind speed information from a weather monitoring website. • An estimation using the Beaufort scale. 	<p>If excessive dust is being generated by the operations, then the Site Manager will notify staff and operations may be temporarily ceased.</p> <p>Operations commence once the wind has subsided and/or the area is dampened down.</p>	The Site Manager makes the decision to cease activities that are causing the dust emissions.	If excessive dust emissions from Site continue after these measures, then operations shall temporarily cease.



Mitigation Measure	Description / Effect	Use on Site	Trigger for implementation	How is it implemented?	Further mitigation if not effective
		The Site Manager will decide whether to cease operations because of weather conditions.			
Suppression using water.	<p>Using the water tank and hoses. This measure can remove particles from the air and dampen down dry / dusty materials.</p> <p>Water spray curtain fitted to open side of waste segregation building.</p>	<p>Hoses, attached to a water tank, are in use at the Site to dampen surfaces and material to prevent dust emissions. The condition and integrity of the hoses/sprays are checked as part of the Daily Inspection Checklist in Appendix 1.</p> <p>The water spray curtain is fitted to the open side of the waste segregation building to dampen air borne particulates to prevent dust emissions</p>	<p>When materials are being moved / treated and significant dust emissions are observed.</p> <p>Visual observation is carried out by all employees on the Site.</p> <p>Findings from the visual observations are recorded on Inspection Checklists.</p>	<p>Dust emissions will be suppressed by the use of hoses to dampen waste when it is tipped off from vehicles and when this material is moved to the waste storage area. Water will also be used to dampen waste when being transported between the stockpile and treatment equipment.</p> <p>Dust emissions will be suppressed by the use of the spray curtain on the open side of the waste segregation building during treatment of waste by sorting, separation, screening, baling, shredding, crushing, compaction and bulking.</p> <p>Dust emissions will be suppressed by the use spray bars fitted to outdoor plant.</p>	<p>If excessive dust emissions are observed leaving the Site boundary, then the further mitigation measure(s) is triggered: Temporarily cease operations causing the dust emission.</p>



6. Other Considerations:

Water Availability

- 6.1. There is a mains water supply at the Site, located immediately northeast of the picking line. A water tank is located near to the Site office and incoming waste tipping areas. Water will be used to mitigate dust emissions in dry and dusty conditions. Water will be used by way of hoses connected to the water tank. The condition of the tank and hoses are checked as part of the daily inspections, see Appendix 1, Daily Inspection Checklists.
- 6.2. Water will be used via hoses attached to the water tank to dampen materials and surfaces and to control any dust emissions.
- 6.3. In this way, water can be supplied to all areas of the Site, including the Site surface and waste storage bays.
- 6.4. The hoses and water tank are located in the southern area of the Site. The picking line and waste storage areas are located in the northern part of the Site. In the event that the hoses do not extend far enough to ensure coverage of the treatment and storage areas for dust mitigation, additional water bowsers or longer hoses may be brought on to Site to extend the coverage of water sprays to the operational areas.

In the Event of a Drought

- 6.5. During exceptionally dry and/or windy conditions, if any operations/Site movements cause or are likely to cause visible dust emissions beyond the Site boundary, or if abnormally high dust emissions are observed within the Site, operations may be suspended to avoid further dust emissions. This is decided by the Site Manager.
- 6.6. Restrictions may be in place on the amount of water available for use on Site from the water tank. In this case, the mains water supply will be utilised.
- 6.7. Depending on the severity of the drought conditions, restrictions may be in place on the amount of water available for use on Site from the supplier (mains water supply). In this case, operations may be temporarily reduced or suspended to comply with any water usage restrictions.
- 6.8. Alternative sources of water will be sourced, and mobile bowsers will be used to import and supply water for dust suppression during the event of drought or other water shortage.



7. Cessation of Operations for Dust Mitigation

- 7.1. The following section details the assessment process to be taken when determining if activities on Site should stop to prevent significant dust emissions.
- 7.2. Weather conditions are monitored each working day as part of the daily inspection checklist, see Appendix 1, Daily Inspection Checklist.

Estimating Magnitude of Risk

- 7.3. Table 7.1 provides a matrix for estimating the magnitude of risk from a potential hazard, considering both the probability and consequences of the hazard occurring.
- 7.4. The magnitude of risk determines the level of management required to reduce the probability of the hazard occurring.
- 7.5. In this management plan, the hazard is considered to be the significant emission of dust from the Site such that it could cause nuisance to local sensitive receptors. Table 7.1 describes this Risk Matrix applied to this assessment of risk.

Table 7.1 Estimating the Magnitude of Risk

	Magnitude of Risk	Consequence			
		High	Medium	Low	Negligible
Probability	High	Very high	High	Medium/Low	Very Low
	Medium	High	Medium	Low	Very Low
	Low	High/Medium	Medium/Low	Low	Very Low
	Negligible	High/Medium/Low	Medium/Low	Low	Negligible

- 7.6. An assessment of the most common weather conditions and their potential to generate significant nuisance dust emissions from the activities on Site has been undertaken and is presented in Table 7.2 to Table 7.4.
- 7.7. The risk assessment is separated into two sections. In Table 7.2 the operator must record the temperature and then proceed to the corresponding table. Tables 7.2 to 7.4 contain all common weather conditions and their risk magnitude. Actions required for each risk category are detailed in Table 7.5.

Table 7.2 Temperature

Temperature	Action
Warm (Above 18°C)	Go to Table 7.3
Cool (Below 18°C)	Go to Table 7.4

Table 7.3 Risk Matrix for Warm Weather

Conditions	Probability	Consequence	Risk Magnitude
Wet, low wind (<3 Beaufort)	Medium	Negligible	Very Low
Wet, medium wind (>4 Beaufort)	Medium	Low	Low
Wet, high wind (>8 Beaufort)	Low	Medium	Medium/Low
Dry, low wind (<3 Beaufort)	Medium	Low	Low
Dry, medium wind (>4 Beaufort)	Medium	Medium	Medium
Dry, high wind (>8 Beaufort)	Low	High	High/Medium

**Table 7.4 Risk Matrix for Cool Weather**

Conditions	Probability	Consequence	Risk Magnitude
Wet, low wind (<3 Beaufort)	Medium	Low	Low
Wet, medium wind (>4 Beaufort)	Medium	Low	Low
Wet, high wind (>8 Beaufort)	Low	Medium	Medium/Low
Dry, low wind (<3 Beaufort)	Medium	Low	Low
Dry, medium wind (>4 Beaufort)	Medium	Low	Low
Dry, high wind (>8 Beaufort)	Low	Medium	Medium/Low

- 7.8. The action required for each level of risk is provided in Table 7.5: Action Required for Each Level of Risk.

Table 7.5: Action Required for Each Level of Risk

Risk Magnitude	Action
Low	Continued implementation of preventative mitigation measures.
Medium	Continued implementation of preventative mitigation measures. Dust emissions are likely, therefore remedial measures to be employed. Relevant activities* temporarily cease if preventative and remedial measures are not proving effective in controlling the dust emission. Relevant waste activity can resume upon implementation of additional mitigation if measures are effective.
High	Continued implementation of preventative mitigation measures. Dust emissions are likely, therefore remedial measures to be employed. Relevant waste activity may not be undertaken or will be temporarily ceased. Relevant waste activity can resume when the conditions no longer apply / additional remedial mitigation is effectively implemented and there are no significant dust emissions.

*Relevant activities: Activities identified as generating significant dust emissions or having the potential to generate significant dust emissions in such conditions.



8. Monitoring

Weather Monitoring

- 8.1. Wind speeds and temperature are not electronically measured onsite. Weather conditions are recorded on the Daily Inspection Checklist from observations made, see Appendix 1, Daily Inspection Checklist.
- 8.2. Wind speed is estimated from either:
 - Using local wind speed information from a weather monitoring website.
 - An estimation using the Beaufort scale.
- 8.3. Adverse weather conditions are:
 - Windy conditions (>4 Beaufort scale).
 - Prolonged dry and hot (>20 degrees and dry surface conditions from lack of rainfall) conditions.
- 8.4. The weather is considered by the Site Manager when planning the activities for the day to ensure appropriate activities are carried out to minimise dust generation where possible.

Visual Dust Monitoring

- 8.5. Monitoring of dust emissions will take place across the Site as part of the daily inspections, see Appendix 1, Daily Inspection Checklist.
- 8.6. Dust emissions at the Site are monitored by visual observation. This monitoring will take place at three locations within the Site boundary throughout the day, see Drawing No. 25/008a 002 Site Layout Plan.
- 8.7. The visual inspections are once-a-day minimum and more frequent during dry/windy/warm weather conditions (i.e. morning, afternoon and evening). The Site supervisor will also make a formal visual inspection of dust emissions and record the results of monitoring, see Appendix 1, Daily Inspection Checklist.
- 8.8. It is the responsibility of every member of staff to monitor the dust emissions on the Site as they undertake their daily tasks.
- 8.9. Reports are made to the Site Manager regarding dust emissions when dust is observed leaving, or about to leave, the Site boundary.
- 8.10. If excessive dust emissions (dust clouds) are observed, then the Site Manager will establish what is causing the excessive dust emission to be generated and take remedial action. The results of the investigation and what action was taken are recorded and retained.
- 8.11. Feedback from the monitoring is recorded as part of the Inspection Checklist and feedback is given to the Site Manager.



9. Actions When an Alarm is Triggered

- 9.1. Monitoring is carried out by visual observation and assessing whether dust emissions are excessive i.e. leaving the Site boundary.
- 9.2. The staff member who identified the dust generation/emission will raise the alarm by notifying the Site Manager.
- 9.3. If the Site Manager confirms that dust is being generated and causing dust emissions from the Site, they will take remedial action.
- 9.4. Remedial measures to be taken are described in Table 5.2: Mitigation Measures.



10. Reporting and Complaints Response

- 10.1. The EMS on the Site has a procedure for responding and dealing with complaints. A Complaints Form is available onsite, see Appendix 2, Complaints Form, and must be filled in and kept on file whenever a complaint is received in accordance with the EMS complaints procedure.

Engagement with the Community

- 10.2. The Site Notice Board is placed at the entrance of the Site with the following information:
- The Permit holder's name (Lakeside MRF Ltd).
 - An emergency contact name and telephone number.
 - A statement that the Site is permitted by the Environment Agency
 - The Environmental Permit reference.
 - The Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline).
- 10.3. The provision of the above information will ensure that members of the community can contact the Operator should they be concerned by dust emissions or wish to make a complaint. This also applies to any events that may happen when the Site is unmanned / not operational.

Reporting of Complaints

- 10.4. Should a complaint regarding dust be received by the Site, the complaint is recorded on the Complaints Form in the EMS and investigated in accordance with the Complaints Procedure within the EMS. The Complaints Form will record who made the complaint, what the complaint was about and what has been done to resolve the issue and make sure this does not happen again, see Appendix 2, Complaints Form.
- 10.5. The Site Manager will identify what caused the excessive dust emission to be generated. This generation may have been caused by failure of Site machinery or dust procedures. If the excessive dust emission has been caused by a procedure not being carried out properly, then staff will receive further training on the dust procedures and Site management. If the excessive dust emission has been caused by plant failure, then the plant is repaired as soon as possible.
- 10.6. All complaints are acknowledged and investigated, with resultant actions reported to the complaint. Any complaints received by the Environment Agency relating to dust emissions from the site are dealt with on the same day.

Out of Hours Arrangements

- 10.7. In the event of an out-of-hours complaint or incident occurring at the Site related to dust emissions, then a Director can be contacted via phone call.
- 10.8. The Director can attend the Site or instruct a relevantly trained Site Operative to attend the Site in their absence. On arrival at the Site, the cause of the dust emission is identified, and the most suitable corrective measure is instigated.
- 10.9. Outside of operational hours the only potential source of nuisance dust is wind-whipped from stockpiles and the Site surface. This risk of this causing a nuisance to local sensitive receptors is minimised through the site being surrounded by dense woodland and an area of fencing along the northern side of the site.
- 10.10. At the end of each working day weather conditions are assessed to determine if additional spraying of stockpiles is required. These conditions include prolonged hot, dry weather (>20 degrees) and windy conditions (Beaufort scale >4). If these weather conditions present a significant risk, then waste stockpiles are dampened prior to the Site closing.



Management Responsibilities

- 10.11. Site staff are responsible for dust management issues and detecting/reporting dust emissions. All members of staff are given training on the EMS for the Site, which will include a Dust Procedure. All staff on the Site are trained on the Dust, Fibres and Particulates Procedure which will include details regarding mitigation measures and monitoring/recording visual inspections, see Appendix 3 Dust, Fibres and Particulates Procedure.
- 10.12. On receipt of a complaint the Site Manager will investigate and establish the cause. The most effective corrective or preventative action must then be determined to prevent future emissions occurring. Where additional time is required in order to implement the appropriate corrective or preventative action the complainant is contacted with details of the actions to be implemented and the estimated timescales for completion. The maximum response time for investigating the cause of the complaint and contacting a complainant is two working days.
- 10.13. Should numerous complaints be received at the Site regarding the same issue, the cause of the complaint(s) is investigated in accordance with the Accidents, Incidents & Complaints Procedure within the EMS. Operations on the Site will cease, should excessive dust emissions be observed leaving the boundary following the implementation of additional mitigation measures or when instruction from the Environment Agency to cease operations has been received.



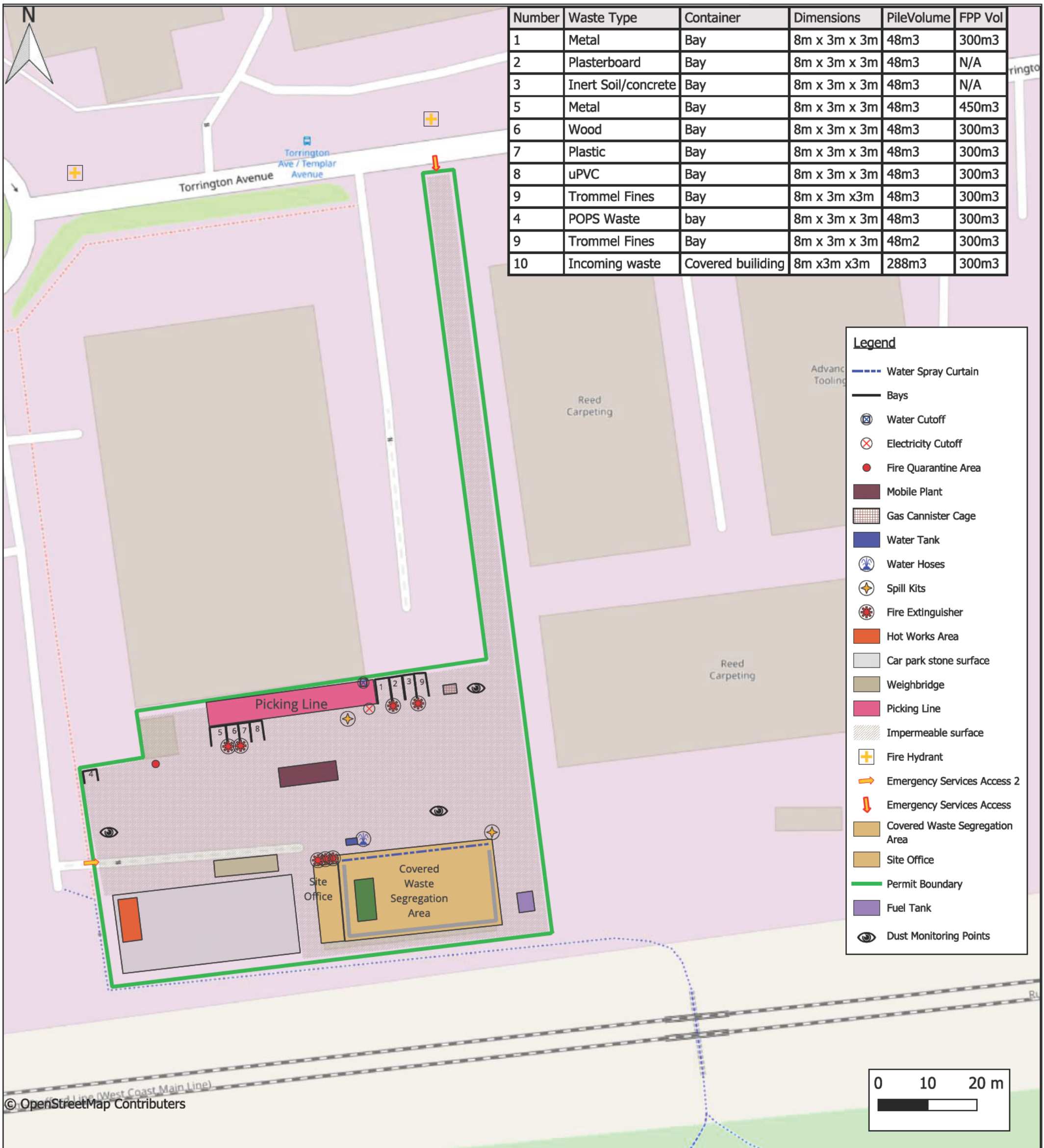
Drawings

Drawing No. 25/008a 002

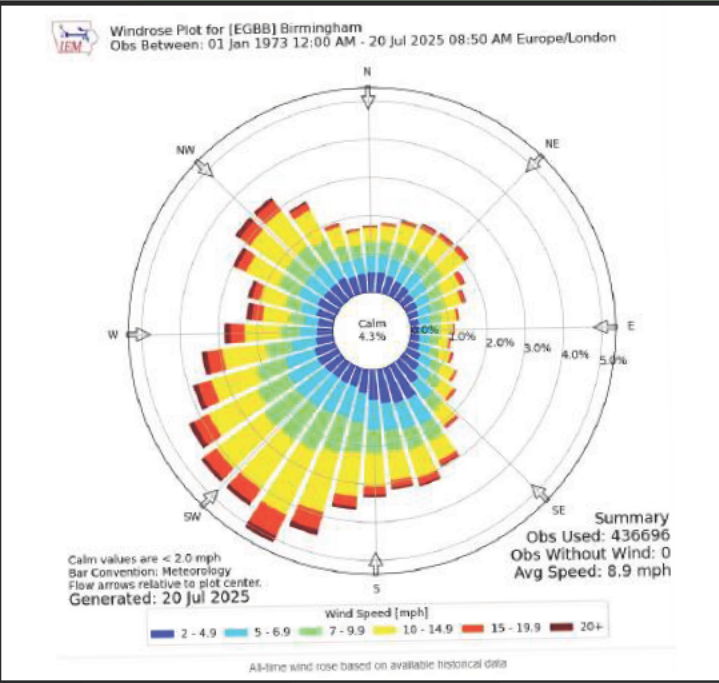
Site Layout Plan

Drawing No. 25/008a 003

Sensitive Receptors Plan

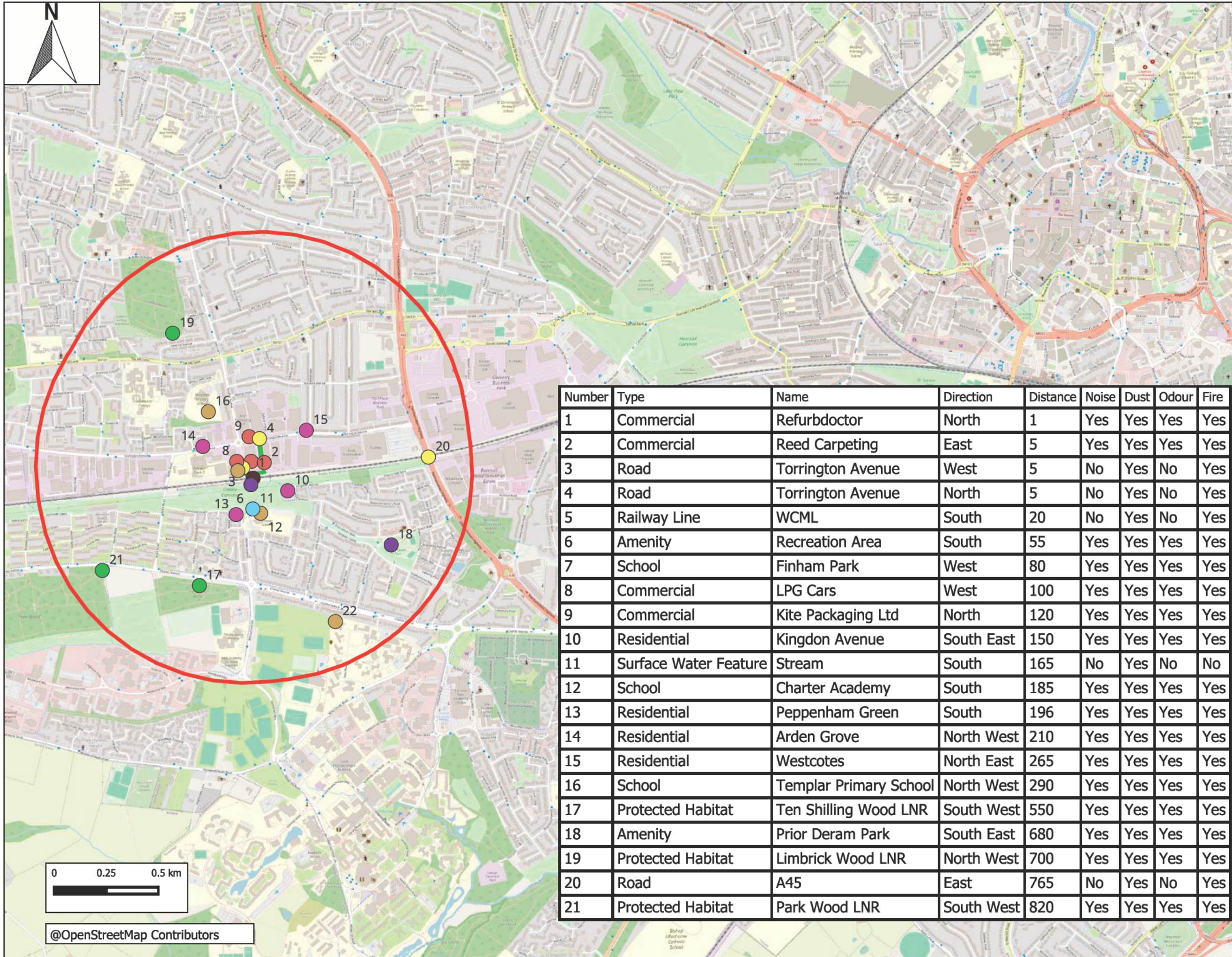


Lakeside MRF Limited
 Coventry Recycling Facility
 Templar Avenue
 Coventry
 CV4 9AP
 Drawing: 25/008a 002 V3 Site Layout Plan
 Scale 1:750 @A3
 Drawn by: VC
 Date: 28th August 2025
 Amends:
 10/10/2025 V2 moved weighbridge and hotworks
 V3 Added shredder



WESTBURY ENVIRONMENTAL
 PROVIDING SOLUTIONS, ENSURING COMPLIANCE

T 01952 879705 E info@westburyenv.co.uk
 Agriculture House, Southwater Way
 Telford, Shropshire, TF3 4NR
 www.westburyenv.co.uk



Client: Lakeside MRF Ltd

Sensitive Receptors Plan

Reference: 25/008a 003

Coventry Recycling Facility,
Templar Avenue,
Off Torrington Avenue,
Coventry,
CV4 9AP

Scale: 1:17,000

26th August, 2025

Created by: VC

Number	Type	Name	Direction	Distance	Noise	Dust	Odour	Fire
1	Commercial	Refurbdoctor	North	1	Yes	Yes	Yes	Yes
2	Commercial	Reed Carpeting	East	5	Yes	Yes	Yes	Yes
3	Road	Torrington Avenue	West	5	No	Yes	No	Yes
4	Road	Torrington Avenue	North	5	No	Yes	No	Yes
5	Railway Line	WCML	South	20	No	Yes	No	Yes
6	Amenity	Recreation Area	South	55	Yes	Yes	Yes	Yes
7	School	Finham Park	West	80	Yes	Yes	Yes	Yes
8	Commercial	LPG Cars	West	100	Yes	Yes	Yes	Yes
9	Commercial	Kite Packaging Ltd	North	120	Yes	Yes	Yes	Yes
10	Residential	Kingdon Avenue	South East	150	Yes	Yes	Yes	Yes
11	Surface Water Feature	Stream	South	165	No	Yes	No	No
12	School	Charter Academy	South	185	Yes	Yes	Yes	Yes
13	Residential	Peppenham Green	South	196	Yes	Yes	Yes	Yes
14	Residential	Arden Grove	North West	210	Yes	Yes	Yes	Yes
15	Residential	Westcotes	North East	265	Yes	Yes	Yes	Yes
16	School	Templar Primary School	North West	290	Yes	Yes	Yes	Yes
17	Protected Habitat	Ten Shilling Wood LNR	South West	550	Yes	Yes	Yes	Yes
18	Amenity	Prior Deram Park	South East	680	Yes	Yes	Yes	Yes
19	Protected Habitat	Limbrick Wood LNR	North West	700	Yes	Yes	Yes	Yes
20	Road	A45	East	765	No	Yes	No	Yes
21	Protected Habitat	Park Wood LNR	South West	820	Yes	Yes	Yes	Yes

Legend

Sensitive Receptors

- Amenity
- Commercial
- Protected Habitat
- Rail Line
- Railway Line
- Residential
- Road
- School
- Surface Water Feature

0 0.25 0.5 km



@OpenStreetMap Contributors



T 01922 879705 | info@westburyenv.co.uk
A Agriculture House, Southwater Way
Telford, Shropshire, TF3 8WJ
www.westburyenv.co.uk



Appendix 1

Daily Inspection Checklist

Form No. 3.3a Inspection Checklists

V.1 September 2025

Daily Inspection Checklist

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Weather Conditions	Confirm whether conditions have been recorded in the Site Diary.	<input type="checkbox"/>		_____
Litter	Check the vicinity of the Site Office and Weighbridge area for litter.	<input type="checkbox"/>		_____
	Check the waste storage areas for litter.	<input type="checkbox"/>		_____
	Check the waste processing area for litter.	<input type="checkbox"/>		_____
	Check the site boundary (fencing etc.) for litter.	<input type="checkbox"/>		_____
Fire	Complete a Fire watch on plant/equipment. Any evidence of fire/significant heat?	<input type="checkbox"/>		_____
	Complete a Fire watch on combustible waste stockpiles. Any evidence of fire/significant heat?	<input type="checkbox"/>		_____
	Check plant/vehicles 30 minutes after use to ensure they are sufficiently cooled.	<input type="checkbox"/>		_____
Spill Kits	Check that spill kits are available.	<input type="checkbox"/>		_____
Waste Storage	Check that the volume of stockpiles of waste is contained within storage bays.	<input type="checkbox"/>		_____
Roads	Check that the public highway is clear of mud and debris.	<input type="checkbox"/>		_____

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Dust Emissions	Check that there are no significant dust emissions escaping the boundary of the site.	<input type="checkbox"/> Morning		_____
		<input type="checkbox"/> Midday		
		<input type="checkbox"/> Afternoon		
Dust Emissions	Conduct a walkaround of the external perimeter of the site to check that there are no significant dust emissions escaping the boundary of the site.	<input type="checkbox"/>		
Dust Emissions	Check that the water sprays are operational and have a water supply.	<input type="checkbox"/>		_____
Fuel Storage	Check that the locks are operational.	<input type="checkbox"/>		_____
	Check around the fuel storage tanks and where refuelling takes place for evidence of leakage.	<input type="checkbox"/>		_____
Fugitive Emissions to Air	Check if waste on site is causing an odour.	<input type="checkbox"/>		_____

Date: _____

Completed by: _____

Signature: _____

Weekly Inspection Checklist

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Site Security	Check that the CCTV system is operational.	<input type="checkbox"/>		_____
	Check that the fencing around site perimeter is in good condition.	<input type="checkbox"/>		_____
	Check that the locks for the front gate are working and that there are no signs of corrosion or damage.	<input type="checkbox"/>		_____
	Check that the locks on Site Office are working and that there are no signs of corrosion or damage.	<input type="checkbox"/>		_____
	Check that the locks on all buildings are working and that there are no signs of corrosion or damage.	<input type="checkbox"/>		_____
Waste Storage	Check that the waste storage areas are not overfilled or poorly maintained.	<input type="checkbox"/>		_____
Housekeeping	Check for signs of pest/vermin infestation (flies, rats, birds etc.).	<input type="checkbox"/>		_____

Date: _____

Completed by: _____

Signature: _____

Monthly Inspection Checklist

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Impermeable Surfacing	Check that the site surface is free from cracks, wear, and damage that could allow surface water to escape the site without discharge through the interceptor.	<input type="checkbox"/>		_____
Interceptor and Penstock Valves	Check for petrol or oil being released by the interceptor.	<input type="checkbox"/>		_____
Water Supplies	Check that the mobile water bowser is free from cracks which may result in leaks.	<input type="checkbox"/>		_____
Fire	Check that water hoses are in good condition and free from damage.	<input type="checkbox"/>		_____
Fuel Tanks	Check the integrity of the fuel tanks – there should be no cracks, corrosion, or leaks.	<input type="checkbox"/>		_____
Spill Kits	Check that spill kits are present on the site, ready for use, and fully stocked with contents.	<input type="checkbox"/>		_____

Date: _____

Completed by: _____

Signature: _____



Appendix 2

Complaints Form

Form No. 5.1c Complaints Form**V.1 September 2025**

Who made the complaint?	Name:	
	Address:	
	Phone No.:	
Date and time they made the complaint:		
What happened? What was it about?		
Was anyone else aware of this – other neighbours or your staff? If so, who?		
Did the complaint relate to your site? If so, what happened? What went wrong?		
What have you done to make sure that it does not happen again?		
Was there any significant pollution – for example: dust, odour or noise outside the Site or spillage of polluting liquids onto the ground, into a drain or a watercourse?		
If there was, then you must notify the Environment Agency on 0800 807060 and any other relevant regulators. Have you done so? Yes <input type="checkbox"/> No <input type="checkbox"/>		At what time did you phone?
You must also write or send an email to confirm this to your local Environment Agency office. Have you done so? Yes <input type="checkbox"/> No <input type="checkbox"/>		What date did you contact?
Please print and sign your name:		



Appendix 3

Dust, Fibres and Particulates Procedure

Procedure No. 4.1 Dust, Fibres and Particulates**V.1 September 2025**

Purpose: To ensure the emissions of dusts, fibres and particulates from the Site are minimised to avoid nuisance.

	RESPONSIBLE PERSON	RECORD
<u>Dust Control</u>		
1. The most common cause of dust on Site is from the following: <ul style="list-style-type: none"> • Waste handling and movement. • Waste storage. • Waste treatment. • Vehicle movement. 		
2. Mitigation measures have been devised to help alleviate the potential impacts from dust emissions from the Site to its surroundings.		
3. Vehicle movements on dusty roads may create dust emissions in dry conditions. Vehicles on Site and entering the Site will adhere to speed limits to minimise dust arising from the road.	Site Operative	
4. Surfacing will be dampened with hoses in dry conditions to minimise dust arising from vehicle movements on the access and internal roadways.		
5. A Site is surrounded by a fencing and the external walls of neighbouring buildings, which will act to screen nearby receptors. The condition of the fencing will be checked as part of the Maintenance Procedure.	Site Operative	Procedure No. 3.3 Maintenance
6. The wind conditions at the Site will be recorded in the Site Diary at the start of each working day so that the day's work may be planned as appropriate regarding potential for dust emissions.	Site Manager	Form No. 3.3a Inspection Checklists
<u>Dust Monitoring</u>		
7. Dust emissions at the Site will be monitored by visual observation. This monitoring will take place at three monitoring points across the Site.		Drawing No. 25/008a 002 Site Layout Plan
8. The visual monitoring will be undertaken during operational hours. It is expected that staff members will also check for dust emissions as they approach and leave the Site.		Form No. 3.3a Inspection Checklists
9. It is the responsibility of every member of staff to monitor the dust emissions on the Site as they undertake their daily tasks.		
10. Reports will be made to the Site Manager regarding dust emissions when significant dust emissions are observed leaving or have to potential to leave the Site boundary.		
11. If excessive dust emissions (dust clouds) are observed, then the Site Manager will establish what is causing the excessive dust emission to be generated and take remedial action. The results of the investigation and what action was taken will be recorded and retained.		Form No. 5.2a Near Miss Form Procedure No 5.1 Environmental Accidents / Incidents / Complaints
12. As well as visual monitoring being undertaken by Site Operatives at all times, there are times of the day where visual monitoring is required to be recorded on the Inspection Checklists. The recorded visual monitoring checks will be		Form No. 3.3a Inspection Checklists

carried out by a Site Operative, who will have been trained in accordance with the procedures within the EMS. Remedial actions required will be specified and identified on the Inspection Checklists.

13. Recorded visual monitoring will be undertaken three times per day. They will take place at the beginning of the working day, midday when operations with the highest potential to produce dust are taking place, and in the afternoon.
14. Additional monitoring will be carried out on the Site when conditions are particularly windy or dry, new activities are being undertaken, new machinery is being used or following the receipt of a complaint or incident related to dust emissions.
15. In the event of a complaint being received the Environmental Accidents / Incidents / Complaints Procedure should be followed.

Procedure No
5.1
Environmental
Accidents /
Incidents /
Complaints

Mitigating the Impacts of Dust

16. Vehicles entering the Site will be visually inspected prior to unloading to ensure that excessively dusty loads are not accepted. Excessively dusty loads will be rejected from the Site in accordance with the Waste Rejection Procedure.
17. A 5mph speed limit and the reduction of vehicle movements is enforced on the Site to help minimise the amount of dust generated by vehicle wheels.
18. The drop height of material should always be minimised for all mobile plant to reduce the distance in which dust could be dispersed by winds.
19. Good housekeeping is implemented on Site, see Procedure No. 3.4 Housekeeping, Litter, Pest and Vermin Control.
20. A road sweeping vehicle is used to minimise the risk of mud on local roads and minimise the generation of dust when appropriate.
21. The road sweeping vehicle is used in to minimise the amount of mud on the internal surfacing to minimise the generation of dust from vehicle movements.
22. Hoses and sprays will be in use at the Site to dampen surfaces and material to minimise dust emissions. The condition and integrity of the hoses and sprays will be checked as part of the Inspection Checklists.
23. During exceptionally dry and/or windy conditions, if any operations / waste/vehicle movements cause or are likely to cause significant visible dust emissions beyond the permit boundary, or if abnormal dust emissions are observed within the Site, Site operations may be temporarily suspended to avoid further dust emissions.

Site Manager

Site Manager

Site Operative

Procedure No.
2.3 Waste
Rejection

Procedure No.
3.4
Housekeeping,
Litter, Pest, and
Vermin Control

Form No. 3.3a
Inspection
Checklists



Appendix 2

Noise Management Plan



Appendix 3

Odour Management Plan

Lakeside MRF Ltd

Odour Management Plan

Coventry Recycling Facility
Templar Avenue
off Torrington Avenue
Coventry
CV4 9AP



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



Document Control Table

Project Reference	25/008f
Project Title	Environmental Management System
Document Title	Odour Management Plan V2
Document Issue Date	24 October 2025
Client	Lakeside MRF Ltd
Status	Issued

Change Log

Version	Changes	Produced by	Checked by	Date
1	Original Odour Management Plan.	Sian Wilcox	Tracey Westbury	30 September 2025
2	Changes 1.3, 2.2, 2.7, 4.2, 4.5, Table 2.1. Removed 5.6, 5.7.	Vicky Cawley	Tracey Westbury	24 October 2025



Contents

1. Introduction2

2. Waste Operations4

3. Sensitive Receptors7

4. Odour Management and Control9

5. Odour Management and Monitoring10

6. Odour Action Plan12

7. Complaints Contingency Plans14

8. Emergency Measures15

Tables

Table 2.2: Potential Odour Sources 4

Table 2.3 Odour Intensity 5

Table 2.4 Risk Matrix 5

Table 3.1 Potential Odour Sensitive Receptors Within 1km 7

Table 4.1 Potential Odour Sources, Receptors and Mitigation Measures 9

Figures

Figure 2.1 Windrose from Coventry Airport Weather Station 6

Drawings

Drawing No. 25/008a 002	Site Layout Plan
Drawing No. 25/008a 003	Sensitive Receptor Plan

Appendices

Appendix 1	Odour Control Procedure
Appendix 2	Daily Inspection Checklist
Appendix 3	Complaints Form



1. Introduction

- 1.1. Westbury Environmental Limited have prepared this Odour Management Plan (OMP) on behalf of Lakeside MRF Ltd (the Operator) at Coventry Recycling Facility, Templar Avenue, off Torrington Avenue, Coventry, CV4 9AP (Site).
- 1.2. The Environmental Permit Ref. EPR/KP3598CM (Permit) allows for the transfer and treatment of household, commercial and industrial waste.
- 1.3. This version of the OMP has been prepared to account for the changes made to the Permit. These changes include the increase in annual throughput, tonnage of waste stored on Site and waste codes to be accepted.
- 1.4. This OMP is structured as follows:
 - Section 1 provides an introduction and overview to the Site, including Site setting.
 - Section 2 provides a summary of the operations at the Site and the potential sources of odour.
 - Section 3 details the receptors sensitive to odour.
 - Section 4 describes the ways in which odour is managed and controlled.
 - Section 5 describes the ways in which odour is monitored.
 - Section 6 outlines the procedure to be followed in the event of a complaint.
 - Section 7 describes the complaints contingency plans.
 - Section 8 describes emergency measures.

Scope

- 1.5. This OMP outlines the methods which the operator will use to systematically assess, reduce and where possible, prevent odorous emissions from Coventry Recycling Facility.
- 1.6. In addition, this OMP outlines the roles and responsibilities of individuals associated with the operation of the Site. The measures to be implemented to control odorous emissions from the Site are described and justified in line with '*H4 Odour Management*' guidance, last updated April 2011.
- 1.7. When determining the severity of odour pollution, several factors have been taken into consideration:
 - Frequency of detection.
 - Intensity as perceived.
 - Duration of exposure.
 - Offensiveness.
 - Receptor sensitivity.

Site Information

- 1.8. The Site is accessed via Torrington Road. The grid reference for the entrance to the Site is SP 29367 77791.
- 1.9. The Site is in a Flood Zone 1 (low risk). There is a very low risk of flooding from rivers / seas reported for the Site. There is a very low risk of flooding from surface water reported for the Site.
- 1.10. The Site is not located within a Groundwater Source Protection Zone.
- 1.11. The Site is located within Coventry City Council AQMA. The declared pollutant in this AQMA is Nitrogen Dioxide (NO₂).

Site Management and Using this OMP

- 1.12. A copy of the OMP must be readily available to all members of staff.



- 1.13. This OMP forms part of the Environmental Management System (EMS) for the Site. Procedures and forms referenced within the OMP are included within the EMS. Completed forms (records) will be kept, as required by conditions included in the Environmental Permit.
- 1.14. The contents of this OMP including odour prevention measures will be implemented on the Site through procedures within the EMS. The EMS includes an Environmental Training Checklist that includes all the required training for Site staff. This checklist includes odour prevention procedures. The training undertaken by each member of staff is recorded on their own training record as part of the EMS.
- 1.15. This OMP is considered a 'live' document. This means that where appropriate, this OMP will be updated in line with changes to the requirements of the Site. It is the responsibility of the Site Manager to be fully aware of the changing requirements at the Site.



2. Waste Operations

- 2.1. The operations carried out at the Site include the importation, screening/sorting and storage of household, commercial and industrial waste.
- 2.2. Incoming waste is tipped in the dedicated covered waste treatment area in the southern part of the Site. Waste is hand sorted or mechanically treated in the northern part of the Site, before being moved to dedicated storage areas based on waste type.

Waste Deliveries

- 2.3. The Site may receive deliveries throughout any working day. The total amount of deliveries received differs from day to day.
- 2.4. Waste acceptance procedures within the EMS are adhered to, to ensure that only suitable waste is accepted. Only those waste codes detailed in the Environmental Permit will be accepted and stored on Site.

Waste Storage

- 2.5. Waste types to be stored on the Site is solid waste. The Permit does not allow the acceptance of wastes in the form of sludges or liquids.
- 2.6. Sorted waste is stored in designated bays near the picking line in the northern part of the Site. These bays are located outside.
- 2.7. No more than 1,000 tonnes of waste shall be stored on Site at any one time.
- 2.8. The storage time of any waste that has the potential to produce odour is minimised to reduce the risk of odour emissions generating over time.
- 2.9. The storage locations are shown on Drawing No. 25/008a 002 Site Layout Plan.

Sources of Odour

- 2.10. The Environmental Permit allows for the acceptance of waste types that could give rise to odour. Malodorous wastes will not be accepted at the Site, and will be rejected in accordance with procedures included in the EMS.
- 2.11. Table 2.1 presents potential odour sources, their release points, the material odour potential, and factors that may influence the rate of emissions and the potential for variation in the volume of odorous emissions.

Table 2.1: Potential Odour Sources

Potential Odour Source	Waste codes	Release Point(s)	Factors that influence odour emissions	Potential for Variation
Acceptance / Storage of potentially odorous wastes.	02 01 03 Plant-tissue waste. 02 02 03 Animal by-products unsuitable for consumption 02 03 04 Fruit/veg/cereal processing waste. 15 01 02 Plastic packaging. 15 01 06 Mixed packaging. 19 02 03 Premixed wastes composed only	Tipping in the waste segregation area. Movement/handling of waste. Waste screening. Waste storage.	Composition of incoming loads. Quantity of throughput. Environmental factors including temperature and airflow. Duration of storage.	Environmental factors have a higher potential for variation: Higher temperatures will lead to an increased rate of digestion which will increase odour. Higher wind speeds can lead to an increased dispersion rate.



	of non-hazardous wastes. 19 05 01 Non-composted fraction of municipal and similar wastes. 19 05 03 off-specification compost. 19 12 12 mixtures of paper, cardboard, plastic glass and metal and other non-hazardous wastes from the processing of dry mixed recyclable and source segregated recyclable wastes. 20 01 08 Food waste. 20 02 01 Biodegradable garden/park waste. 20 03 01 Mixed municipal waste. 20 03 02 Waste from markets.		
--	---	--	--

2.12. Table 2.2 describes the intensity of odour and provides a description by which to measure the intensity.

Table 2.2 Odour Intensity

Odour Intensity	Criteria
Negligible	No detectable odour.
Low	Faint odour (barely detectable).
Moderate	Moderate odour easily detectable while walking (possible interference).
High	Strong odour (bearable, but offensive).
Severe	Very strong odour (almost unbearable).

Risk Matrix

2.13. The odour risk in any event can be established using the risk assessment matrix given in Table 2.4 Risk Matrix, below.

Table 2.3 Risk Matrix

		Sensitivity		
		Low	Medium	High
Intensity	Negligible	Negligible	Low	Low
	Low	Low	Low	Medium
	Moderate	Low	Medium	Medium
	High	Medium	Medium	High
	Severe	Medium	High	Very High



- 2.14. The odour risk assessment is an on-going process. Changes to odour sources and risk can change with potential changes in operational conditions. The odour risk assessment should be reviewed whenever the Site undergoes an operational change which could affect odour.

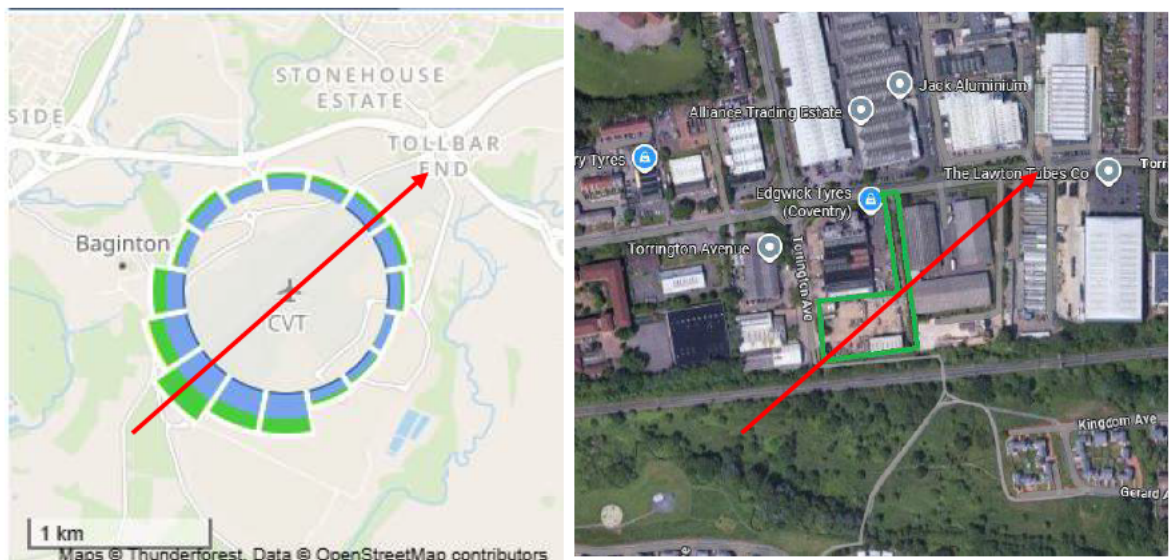
Odour Pathways

- 2.15. In the event of a complete odour mitigation failure, such as the acceptance, treatment and storage of malodorous waste, odour could be transported from its source to nearby receptors via the atmosphere. The degree of dispersion and subsequently, the severity of malodour experienced by nearby receptors is determined by atmospheric stability and wind speed/direction.
- 2.16. Despite these factors being instrumental in determining the severity of malodour experienced, it is considered that odour impacts can occur in almost any weather condition.

Meteorological Data

- 2.17. The most significant meteorological factors which determine severity of odour experienced by nearby receptors are the predominant wind direction and wind speeds.
- 2.18. Wind direction data for the Site has been obtained from Coventry Airport Weather Station, located approximately 6.5km southeast of the site, see Figure 2.1 Windrose from Coventry Airport Weather Station. The Windrose data has been used to determine the likelihood of surrounding receptors being affected by odorous emissions from the Site in the absence of sufficient mitigation.
- 2.19. There are areas of woodland located to the south, southeast and southwest of the Site that could potentially screen the Site from the impacts of wind from the predominant wind direction.
- 2.20. The Site is surrounded by commercial buildings that form part of the industrial estate that the Site is situated in. The surrounding buildings may screen the Site from the impact of wind from other directions.
- 2.21. The predominant wind direction at the Site is from the southwest.

Figure 2.1 Windrose from Coventry Airport Weather Station





3. Sensitive Receptors

- 3.1. The Site is situated in an industrial estate, with commercial buildings to the west, northwest, north, northeast and north. There is a railway track, areas of woodland and fields immediately southwest, south and southeast of the Site.
- 3.2. Specific odour sensitive receptors to be considered in this OMP are detailed in Table 3.1 Potential Odour Sensitive Receptors Within 1km.
- 3.3. A Sensitive Receptors Plan, with a radius on 1km has also been created which illustrates the location of nearby Sensitive Receptors, see Drawing No. 25/008a 003 Sensitive Receptors Plan.

Table 3.1 Potential Odour Sensitive Receptors Within 1km

Receptor	Type of Receptor	Bearing from the Site	Approximate distance to receptor boundary from nearest point on boundary(m)
Refurbdoctor	Commercial	North	0
Reed Carpeting	Commercial	East	5
Recreation Area	Amenity	South	50
Finham Park	School	West	80
LPG Cars	Commercial	West	100
Kite Packaging Ltd	Commercial	North	120
Kingdon Avenue	Residential	Southeast	150
Charter Academy	School	South	185
Peppenham Green	Residential	South	196
Arden Grove	Residential	Northwest	210
Westcotes	Residential	Northeast	265
Templar Primary School	School	Northwest	290
Ten Shilling Wood LNR	Protected Habitat	Southwest	550
Prior Deram Park	Amenity	Southeast	680
Limbrick Wood LNR	Protected Habitat	Northwest	700
A45	Road	East	765
Park Wood LNR	Protected Habitat	Southwest	820
University of Warwick	School	South	840

- 3.4. The nearest residential receptor is Kingdon Avenue, located 150m southeast of the Site. This residential receptor is not located in the predominant wind direction. A railway line, areas of woodland and fields separate the residential area from the Site.
- 3.5. Residential receptors to the northeast are located in the predominant wind direction. The residential receptors to the northeast are located 265m from the boundary of the Site. The part of the boundary nearest to this receptor consists of the access road leading to the operational area of the Site. A number of commercial buildings, and Torrington Avenue sit between the operational area of the Site and these receptors.
- 3.6. There are local nature reserves located within 1km of the Site. These are located 550m southwest, 700m northwest and 820m southwest. These nature reserves are not located within the predominant wind direction from the Site. A number of buildings that form part of the industrial estate and surrounding residential areas, Torrington Avenue, and other minor public highways such as B roads and roads within residential estates, sit between the Site and the local nature reserves.



Other Sources of Odour

3.7. Activities carried out by surrounding businesses on the industrial estate could be considered to be sources of odour dependant on the nature of the activities. The following business types may contribute to odour emissions in the vicinity of the Site:

- Concrete Batching Plant – Potential odour emissions from the production of concrete.
- Vehicle Repair and Paint Shops – Potential odour emissions from solvents, paints and fuels.
- Tyre and Auto Services – Potential rubber and petroleum-based odours.
- Logistics and warehousing – Stored materials could potentially produce odour under certain conditions.



4. Odour Management and Control

Odour Control Measures

- 4.1. Malodorous waste loads will not be accepted at the Site, and will be rejected in accordance with procedures included in the EMS.
- 4.2. Waste loads are delivered to Site and tipped in the covered waste segregation area. The covering of the tipping area mitigates potential odours generated by the tipping of waste, and any odours generated in the time that mixed waste is stored in this area prior to being transported to the picking line for manual sorting, see Drawing No. 25/008a 002 Site Layout Plan.
- 4.3. The cover of the picking line minimises the risk of odour emissions escaping during the sorting process.
- 4.4. Sorted waste is stored outside in dedicated bays based on waste type. The individual bays ensure that sorted waste types are not mixed.
- 4.5. Gypsum containing wastes that are accepted under the environmental permit have the potential to generate odour if they become wet. Any gypsum containing wastes are stored in a sealed container to prevent water ingress.
- 4.6. Storage times of wastes are minimised where practicable to minimise the risk of stored wastes becoming odorous.
- 4.7. Any odorous waste types are stock rotated on a first-in-first-out basis to minimise the amount of time that odorous wastes are stored.
- 4.8. Waste storage and treatment areas are regularly cleared and cleaned to reduce the potential for significant odour emissions.

Summary of Odour Management and Control

- 4.9. Potential sources of odour, their release points and mitigation measures are addressed in Table 4.1. Mitigation measures that require monitoring are also discussed in Section 5 of this report and in the EMS.

Table 4.1 Potential Odour Sources, Receptors and Mitigation Measures

Potential Odour Source	Pathway	Receptor	Mitigation Measures
Reception, handling and storage of odorous waste.	Atmospheric dispersion causing air transport then inhalation.	Surrounding sensitive receptors	<ul style="list-style-type: none"> • Storage times of wastes are minimised where possible. • Gypsum containing wastes that are accepted under the environmental permit, such as plasterboard, is stored in a sealed container to prevent water ingress. • Odorous wastes are stock rotated on a first-in-first-out basis. • Operational areas are subject to regular housekeeping. • Daily olfactory monitoring is undertaken on the Site. • It is considered unlikely that further odour abatement will be necessary; however, if it does become necessary, the Operator will consider the use of deodorisers or 'atomisers' onsite.



5. Odour Management and Monitoring

Implementation of Odour Management

- 5.1. The Site is operated in accordance with the Environmental Permit and EMS.
- 5.2. The Site Manager is responsible for the implementation of the OMP and for ensuring that the mitigation strategies in place are adhered to. Where the Site Manager is unavailable to oversee the implementation of odour management, a suitably experienced Site operative will be allocated responsibility.
- 5.3. The effectiveness of the OMP is to be reviewed every year or when a change in operations is deemed to have the potential to increase odour emissions at the Site. The review process will amend any mitigation measures that have been identified as areas for improvement in reducing odour emissions on Site.
- 5.4. All staff members have the necessary training to deliver odour mitigation measures detailed within this OMP. All staff are given training on the EMS for the Site, which includes an Odour Control Procedure, see Appendix 1. Where new odour control measures are to be implemented, refresher training will be provided to ensure staff remain competent. This training is delivered by the Site Manager.
- 5.5. The Site Manager will complete a daily inspection report and review any issues that are raised on a weekly basis. A copy of the Daily Inspection Checklist is included as Appendix 2.

Routine Olfactory Monitoring (Daily)

- 5.6. The Site Manager ensures that routine odour inspections are conducted on a daily basis and this monitoring will be undertaken by a suitably trained member of staff.
- 5.7. The potential sources of odour have been identified in section 2. These potential sources of odour will be monitored during the daily routine olfactory monitoring.
- 5.8. If a non - routine odour inspection is required; monitoring personnel should be chosen from staff that are unlikely to suffer from odour fatigue. All staff responsible for checking odour will receive specific training from Site management on odour inspection.
- 5.9. Inspections are completed with due regard to meteorological conditions on the day as well as forecasted conditions, potential odour sources and the location of off-Site potentially sensitive receptors.
- 5.10. The risk matrix measures the odour risk to off-site receptors during operational hours. If the risk increases, inspections will occur twice daily. During these times, a systematic and documented inspection of the operations area will be conducted.
- 5.11. Additional surveys may be undertaken at the direction of the Site Manager during periods when there is no established pathway between the Site and potentially sensitive off-Site receptors to qualify the presence or absence of odour from any source beyond the Site boundary.
- 5.12. Details of monitoring shall be written in the Site Diary, including weather conditions and actions. This will be in the General Office and will be updated daily.
- 5.13. The 'Inspector' must meet specific criteria to carry out these investigations:
 - The Inspector should not smoke or consume any strongly flavoured food or drink for at least half an hour before the assessment is carried out.
 - The consumption of confectionary or soft drinks should be avoided immediately before and during the assessment.
 - Perfumes/deodorants or any other strong scented toiletries should not be applied immediately before or during an assessment.



- If the monitoring personnel has a cold or a sore throat that inhibits the ability to detect odours, then an alternative Inspector should be utilised. If this is impossible, then the condition of the Inspector should be noted in the assessment report and the Site Diary.

Contingency Planning

- 5.14. Should the odour management fail (odour is identified) whilst monitoring any of the sources of odour listed, then the acceptance of odorous waste will cease, and the odorous material will be taken off Site for disposal at a suitably licensed waste management facility.
- 5.15. Receipt of odorous waste shall not recommence until the source of the failure has been identified.
- 5.16. Should the failure be identified as a procedural failure, this Odour Management Plan will be reviewed and updated to account for the necessary change.



6. Odour Action Plan

Complaints Procedure

- 6.1. The on-Site EMS contains a Complaints Procedure for responding and dealing with complaints. An Odour Complaints Form will be available on Site. A copy of the Complaints Form is provided as Appendix 3.
- 6.2. In accordance with the EMS complaints procedure, an Odour Complaints Form must be completed and filed, whenever an odour complaint is received.
- 6.3. The Odour Complaints Form records:
 - Who made the complaint.
 - What the complaint was about.
 - What has been done to resolve the issue.
 - What has been done to ensure it does not happen again.
- 6.4. Once recorded, any odour complaint will be investigated in accordance with the Complaints Procedure. Investigation of complaints is the responsibility of the Site Manager.
- 6.5. If the excessive odour emission has been caused by a procedure not being carried out correctly, then staff will undertake repeat EMS training on the odour control procedures and site management. If the emission is identified to be a procedural fault, the relevant procedure will be updated and communicated to all relevant staff.
- 6.6. In all cases, and where the information is available, all complaints will be acknowledged and investigated, with resultant actions reported to all parties involved with the complaint. Any complaints received by the Environment Agency or Local Authority relating to odour emissions from the Site will be dealt with on the same day or as soon as notification is received.
- 6.7. Where additional time is required to implement the appropriate corrective or preventative action, the complainant will be contacted with details on the actions to be implemented and the estimated timescales for completion. The maximum response time for contacting a complainant will be two working days.
- 6.8. Should numerous complaints be received at the Site regarding the same issue, the cause of the complaint(s) will be investigated in accordance with the Accidents, Incidents & Complaints Procedure within the EMS.
- 6.9. Operations on the Site will cease or be reduced should excessive odour emissions be identified following the implementation of other mitigation measures or when instruction from the Environment Agency to cease operations has been received.

Emission Incident / Complaint Response

- 6.10. Upon detection of a significant odour emission or receipt of a complaint regarding odour, the following actions will be taken:
 - Inspection of the reported location of the emission.
 - If an emission is identified, then measures will be actioned to quarantine this waste and remove it off Site.
 - If no emission is observable, the investigation will identify the activities ongoing at the time the emission was reported to determine if the Site was likely to be the source of the emission.
 - If the investigation reveals an on-going cause of an emission, then that activity will cease/ waste will be removed from Site, if remedial measures cannot stop the emission.
 - Activities can resume if appropriate mitigation/remedial action is implemented to prevent any further emission.
 - An incident / complaint report form will be completed in accordance with the requirements of the EMS, see Appendix 3 Complaints Form.



- 6.11. In addition to the above, the following actions will be taken following an incident that caused a significant emission from the Site or an emission that gave rise to pollution:
- The Environment Agency will be notified in accordance with the notification form in the permit. This notification form is included in the EMS.
 - The complainant(s) (if any) will be notified promptly to inform the complaint is being investigated and estimated timescales for an update/remedy.
 - Recording of the reason and action, to prevent recurrence.
 - Consideration as to whether the Odour Management Plan requires updating.
 - Updating of the Odour Management Plan (if required).
- 6.12. If the emission is because of a procedure not being implemented properly, then staff will receive repeat EMS training on the odour control procedures and site management.

Engagement with the Community and Neighbouring Businesses

- 6.13. The Site Notice Board will be placed at the entrance of the Site with the following information:
- The operator's name: Lakeside MRF Limited.
 - An emergency contact name and telephone number.
 - A statement that the Site is permitted by the Environment Agency.
 - The Environmental Permit Reference.
 - The Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline).
- 6.14. The provision of the above information will ensure that members of the community can contact the Operator should they be concerned by odour or wish to make a complaint. This also applies to any events that may happen when the Site is unmanned / not operational.
- 6.15. Interaction with the neighbouring business will mainly be conducted verbally via telephone.
- 6.16. The Site Manager / Director will make the phone call to the neighbouring business. A phone call will be made to the neighbouring business if the Routine Olfactory Monitoring has identified odour or there has been a complaint made.



7. Complaints Contingency Plans

- 7.1. In the event of an odour complaint being substantiated, the following contingency plans will be implemented.
- 7.2. The Site Manager or their delegate will conduct an off-Site, subjective odour survey as soon as practicable.
- 7.3. If the source of the odour cannot be identified from an off-Site survey, an on-Site survey will be conducted to identify the odour source.
- 7.4. If on-Site odour source(s) are identified, the appropriate corrective and preventative measures will be taken.



8. Emergency Measures

- 8.1. The following hazards could result in the release and loss of control of odorous substances resulting in unacceptable short-term impacts on nearby sensitive receptors.
- Odour control failure.
 - Containment failure.
 - Mechanical/ power failure.
 - Fire.

Odour Control Failure

- 8.2. In usual operation of the Site, waste will be stored for very short residence times. Waste acceptance procedures will ensure significantly odorous waste is not accepted.
- 8.3. It is considered unlikely that odour emissions will occur during normal operation.
- 8.4. There is no active odour control measures that are liable to failure.

Containment Failure

- 8.5. The Operator will maintain storage bays and containers so that they are fit for purpose. Spill kits are also available on Site to mitigate any localised spills.

Mechanical / Power Failure

- 8.6. All equipment and storage facilities will be maintained in accordance with the Maintenance Procedure within the EMS.
- 8.7. In the event of a failure which could or has resulted in an odour emission, waste imports will cease until the equipment has been restored.
- 8.8. If waste cannot be removed from the Site (transport / issues with receiving facility), waste will be contained on the Site.

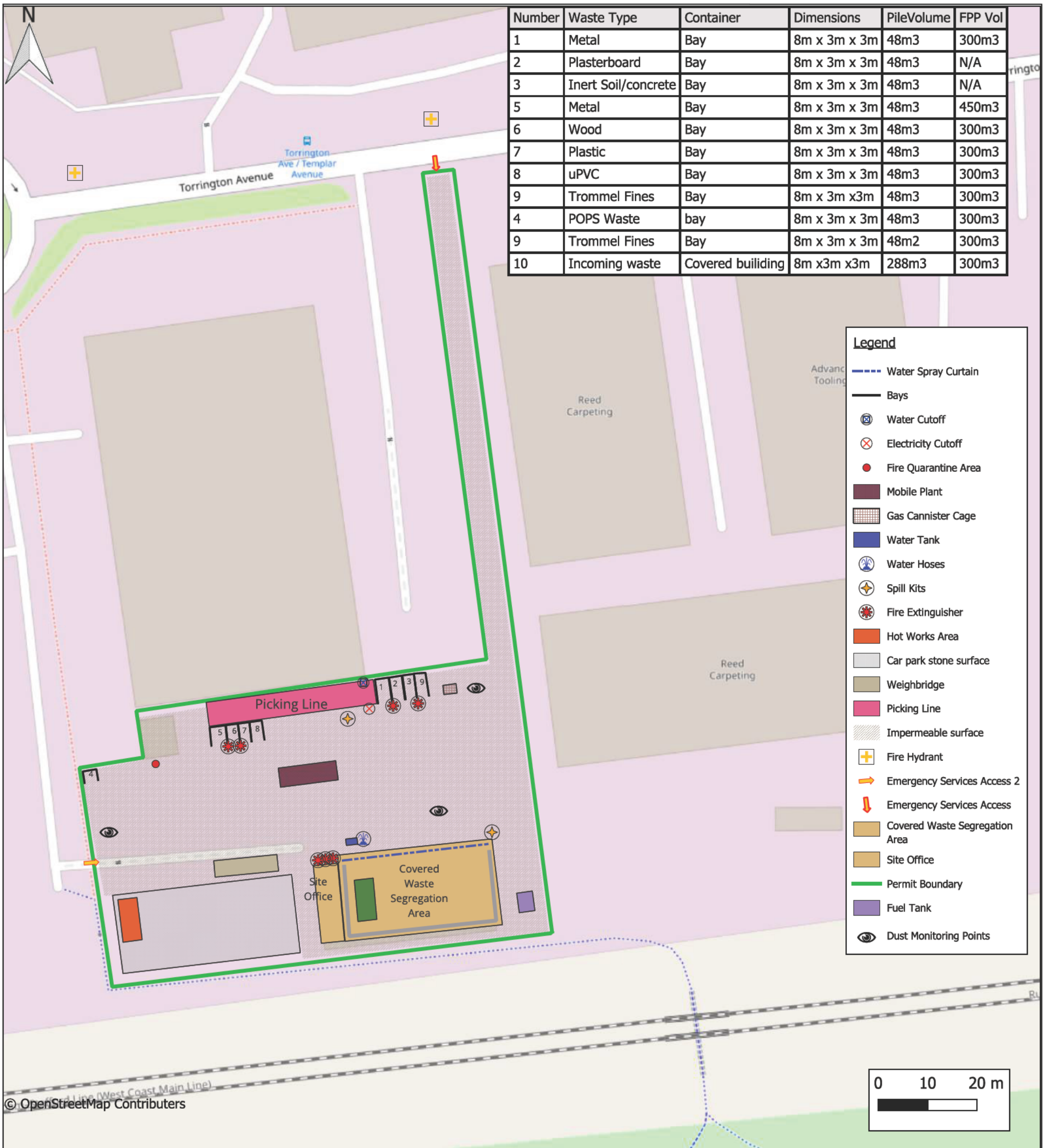
Fire

- 8.9. The risk of fire on site is minimised and managed by way of implementing the requirements of the approved Fire Prevention Plan.

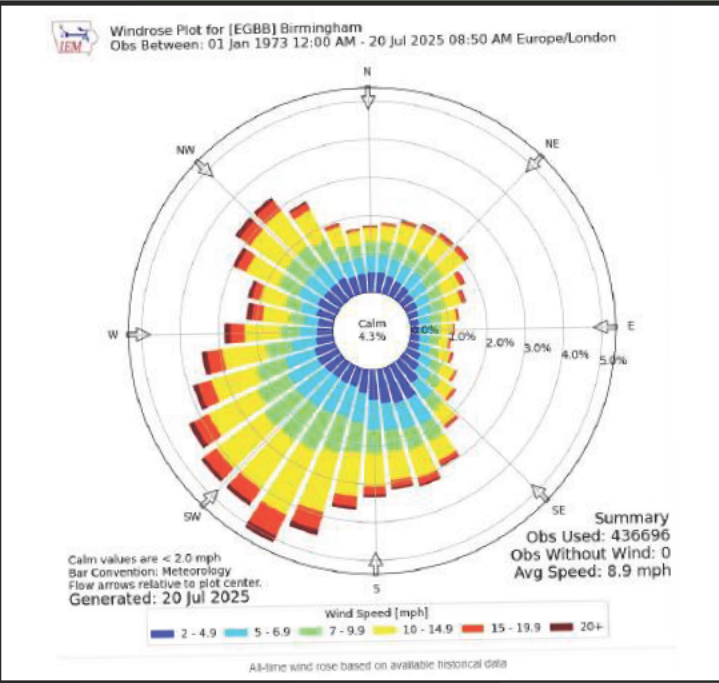


Drawings

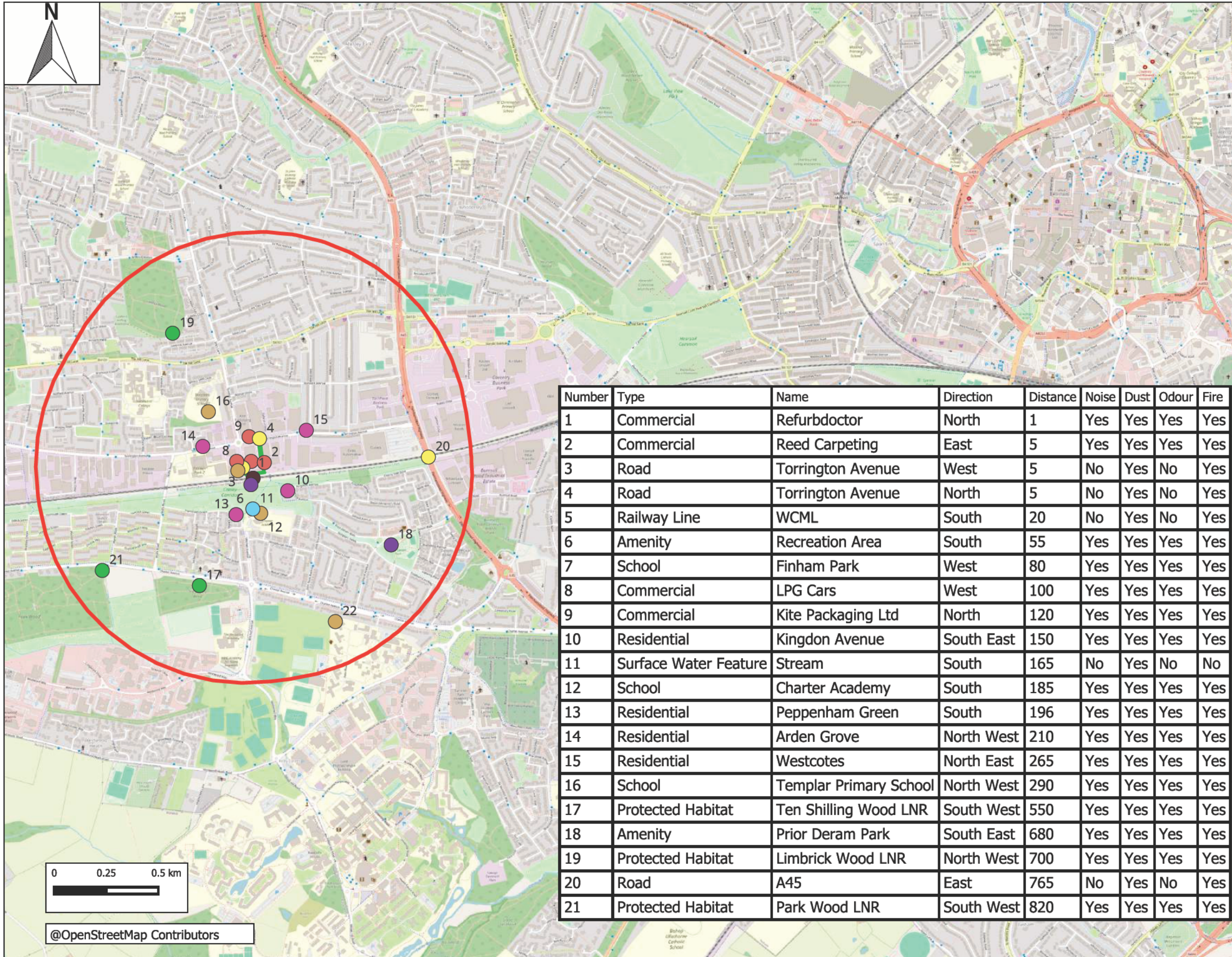
Drawing No. 25/008a 002	Site Layout Plan
Drawing No. 25/008a 003	Sensitive Receptors Plan



Lakeside MRF Limited
 Coventry Recycling Facility
 Templar Avenue
 Coventry
 CV4 9AP
 Drawing: 25/008a 002 V3 Site Layout Plan
 Scale 1:750 @A3
 Drawn by: VC
 Date: 28th August 2025
 Amends:
 10/10/2025 V2 moved weighbridge and hotworks
 V3 Added shredder



WESTBURY ENVIRONMENTAL
 PROVIDING SOLUTIONS, ENSURING COMPLIANCE
 T 01952 879705 E info@westburyenv.co.uk
 Agriculture House, Southwater Way
 Telford, Shropshire, TF3 4NR
 W www.westburyenv.co.uk



Client: Lakeside MRF Ltd

Sensitive Receptors Plan

Reference: 25/008a 003

Coventry Recycling Facility,
Templar Avenue,
Off Torrington Avenue,
Coventry,
CV4 9AP

Scale: 1:17,000

26th August, 2025

Created by: VC

Number	Type	Name	Direction	Distance	Noise	Dust	Odour	Fire
1	Commercial	Refurbdoctor	North	1	Yes	Yes	Yes	Yes
2	Commercial	Reed Carpeting	East	5	Yes	Yes	Yes	Yes
3	Road	Torrington Avenue	West	5	No	Yes	No	Yes
4	Road	Torrington Avenue	North	5	No	Yes	No	Yes
5	Railway Line	WCML	South	20	No	Yes	No	Yes
6	Amenity	Recreation Area	South	55	Yes	Yes	Yes	Yes
7	School	Finham Park	West	80	Yes	Yes	Yes	Yes
8	Commercial	LPG Cars	West	100	Yes	Yes	Yes	Yes
9	Commercial	Kite Packaging Ltd	North	120	Yes	Yes	Yes	Yes
10	Residential	Kingdon Avenue	South East	150	Yes	Yes	Yes	Yes
11	Surface Water Feature	Stream	South	165	No	Yes	No	No
12	School	Charter Academy	South	185	Yes	Yes	Yes	Yes
13	Residential	Peppenham Green	South	196	Yes	Yes	Yes	Yes
14	Residential	Arden Grove	North West	210	Yes	Yes	Yes	Yes
15	Residential	Westcotes	North East	265	Yes	Yes	Yes	Yes
16	School	Templar Primary School	North West	290	Yes	Yes	Yes	Yes
17	Protected Habitat	Ten Shilling Wood LNR	South West	550	Yes	Yes	Yes	Yes
18	Amenity	Prior Deram Park	South East	680	Yes	Yes	Yes	Yes
19	Protected Habitat	Limbrick Wood LNR	North West	700	Yes	Yes	Yes	Yes
20	Road	A45	East	765	No	Yes	No	Yes
21	Protected Habitat	Park Wood LNR	South West	820	Yes	Yes	Yes	Yes

Legend

Sensitive Receptors

- Amenity
- Commercial
- Protected Habitat
- Rail Line
- Railway Line
- Residential
- Road
- School
- Surface Water Feature

0 0.25 0.5 km

@OpenStreetMap Contributors



T 01922 879705 | info@westburyenv.co.uk
A Agriculture House, Southwater Way
Telford, Shropshire, TF3 8WJ
www.westburyenv.co.uk



Appendix 1

Odour Control Procedure

Procedure No. 4.4 Odour Control**V.1 September 2025***Purpose: To ensure that odours from the Site do not cause a nuisance to sensitive receptors.*

	RESPONSIBLE PERSON	RECORD
1. This Procedure implements the odour control measures included within the Odour Management Plan.		
2. The Environmental Permit allow for the acceptance of the following waste types that have the potential to be odorous: <ul style="list-style-type: none"> • 20 01 08 biodegradable kitchen and canteen waste • 20 03 01 mixed municipal waste 		
3. Strongly malodorous wastes will not be accepted on to the Site and will be rejected in accordance with the Waste Rejection Procedure.		
4. Any vehicles arriving at the Site that may contain potentially malodorous waste will be enclosed or sheeted.		
5. Waste storage times will be limited to minimise the risk of wastes stored on Site becoming odorous.		
6. Odorous wastes are stock rotated on a first-in-first-out basis to minimise the length of time that odorous wastes are stored.		
7. General housekeeping and regular cleaning of waste storage areas and operational areas is carried out on Site to further reduce the potential for significant odour emissions.		
8. <u>Monitoring</u>		
9. Olfactory monitoring (sniff testing) will be undertaken on the Site in accordance with Odour Management Plan, including: <ul style="list-style-type: none"> • Once per day, around midday, when the risk magnitude is Low or Medium/Low. • Twice per day when the risk, once in the morning and once in the afternoon, when the risk magnitude is Medium. At least every 3 hours when the risk magnitude is High.		
10. Staff responsible for completing odour surveys should: <ul style="list-style-type: none"> • Not smoke or eat/drink strongly flavoured items for thirty minutes before the odour survey. • Not eat/drink sweet items immediately before or after the odour survey. Not complete odour surveys if they have an illness which can impact the odour survey e.g., cold, sore throat.		
11. Once the above is completed, the Site Manager will determine the action to take using the Risk Matrix in the Odour Management Plan.	Site Manager	
12. <u>Complaints</u>		
13. In the event of a complaint of odour being received, the Accidents, Incidents and Complaints Procedure should be followed.	Site Operative	Procedure No 5.1 Environmental Accidents / Incidents / Complaints

	RESPONSIBLE PERSON	RECORD
14. Should a complaint regarding odour be received by the Site, the complaint will be recorded on Complaints Form and investigated in accordance with the Complaints Procedure.	Site Operative	Form No 5.1c Complaints Form
15. The Complaints Form records who made the complaint, what the complaint was about and what has been done to resolve the issue and make sure this does not happen again.	Site Operative	
16. The Site Manager must identify what caused the odour emission to be generated. If the excessive odour emission has been caused by a procedure not being carried out properly, then staff will receive repeat EMS training on the odour control procedures and site management.	Site Manager	
17. In all cases, and where information is available, all complaints will be acknowledged and investigated, with resultant actions reported to the complainant. Any complaints received by the Environment Agency or Local Authority relating to odour emissions from the Site are dealt with on the same day.		



Appendix 2

Daily Inspection Checklist

Form No. 3.3a Inspection Checklists

V.1 September 2025

Daily Inspection Checklist

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Weather Conditions	Confirm whether conditions have been recorded in the Site Diary.	<input type="checkbox"/>		_____
Litter	Check the vicinity of the Site Office and Weighbridge area for litter.	<input type="checkbox"/>		_____
	Check the waste storage areas for litter.	<input type="checkbox"/>		_____
	Check the waste processing area for litter.	<input type="checkbox"/>		_____
	Check the site boundary (fencing etc.) for litter.	<input type="checkbox"/>		_____
Fire	Complete a Fire watch on plant/equipment. Any evidence of fire/significant heat?	<input type="checkbox"/>		_____
	Complete a Fire watch on combustible waste stockpiles. Any evidence of fire/significant heat?	<input type="checkbox"/>		_____
	Check plant/vehicles 30 minutes after use to ensure they are sufficiently cooled.	<input type="checkbox"/>		_____
Spill Kits	Check that spill kits are available.	<input type="checkbox"/>		_____
Waste Storage	Check that the volume of stockpiles of waste is contained within storage bays.	<input type="checkbox"/>		_____
Roads	Check that the public highway is clear of mud and debris.	<input type="checkbox"/>		_____

Item	Aspects for Inspection	Checked?	Remedial Action	Actioned By
Dust Emissions	Check that there are no significant dust emissions escaping the boundary of the site.	<input type="checkbox"/> Morning		_____
		<input type="checkbox"/> Midday		
		<input type="checkbox"/> Afternoon		
Dust Emissions	Conduct a walkaround of the external perimeter of the site to check that there are no significant dust emissions escaping the boundary of the site.	<input type="checkbox"/>		
Dust Emissions	Check that the water sprays are operational and have a water supply.	<input type="checkbox"/>		_____
Fuel Storage	Check that the locks are operational.	<input type="checkbox"/>		_____
	Check around the fuel storage tanks and where refuelling takes place for evidence of leakage.	<input type="checkbox"/>		_____
Fugitive Emissions to Air	Check if waste on site is causing an odour.	<input type="checkbox"/>		_____

Date: _____

Completed by: _____

Signature: _____



Appendix 3

Complaints Form

Form No. 5.1c Complaints Form**V.1 September 2025**

Who made the complaint?	Name:	
	Address:	
	Phone No.:	
Date and time they made the complaint:		
What happened? What was it about?		
Was anyone else aware of this – other neighbours or your staff? If so, who?		
Did the complaint relate to your site? If so, what happened? What went wrong?		
What have you done to make sure that it does not happen again?		
Was there any significant pollution – for example: dust, odour or noise outside the Site or spillage of polluting liquids onto the ground, into a drain or a watercourse?		
If there was, then you must notify the Environment Agency on 0800 807060 and any other relevant regulators. Have you done so? Yes <input type="checkbox"/> No <input type="checkbox"/>		At what time did you phone?
You must also write or send an email to confirm this to your local Environment Agency office. Have you done so? Yes <input type="checkbox"/> No <input type="checkbox"/>		What date did you contact?
Please print and sign your name:		



Appendix 4

Fire Prevention Plan



Appendix 5

Evidence of Technically Competent Management



Our Ref: LS/LEB/101/08/
QSP Training/13126/4MPTNH6

13 April 2016

Email: info.admin@wamitab.org.uk
www.wamitab.org.uk

Tel: 01604 231950
Fax: 01604 232457

Peterbridge House
3 The Lakes
Northampton
NN4 7HE

Mr Ian Greaves
45 Rainbow Crescent
Hackenthorpe
Sheffield
S12 4AZ

Dear Mr Greaves

4/6 UNIT CREDIT CERTIFICATE AND OPERATORS COMPETENCE CERTIFICATE

Please find enclosed the unit credit certificate and Operators Competence Certificate for the 4MPTNH6 award.

The Operators Competence Certificate (OCC) is awarded as part of the Operator Competence Scheme jointly developed by WAMITAB and the Chartered Institution of Wastes Management (CIWM); this provides evidence to meet the Operator Competence requirements of the Environmental Permitting (EP) Regulations, which came into force on 6 April 2008.

May I take this opportunity of congratulating you on gaining the units required for this award. I hope these units will provide the basis for the on-going development of your waste management skills in the industry, and would remind you of the need to maintain your competence over time. For further information contact WAMITAB or visit the 'Continuing Competence' section of our website.

Yours sincerely

Chris James
Chief Executive Officer

Enc: Unit Certificate

OCC Certificate





Credit certificate

This certificate determines credit awarded to:
Ian Greaves

Units gained:

		Credit Value	Credit Level
Y6015875	Monitor procedures to safely control work operations	4	3
M6009712	Manage the environmental impact of work activities	5	4
R6021609	Manage the reception of non hazardous waste	7	4
A6021670	Manage the movement, sorting and storage of waste	7	3
F6021671	Manage site operations for the treatment of non hazardous waste	14	4
L6021429	Manage the transfer of outputs and disposal of residues from non hazardous waste treatment and recovery operations	13	4

Awarded: 13/04/2016
Authorised

Serial No.: 13126/HSS3/1

Chris James
Chief Executive Officer, WAMITAB

Regulated by

Ofqual

For more information see <http://register.ofqual.gov.uk>



The qualifications regulators logos on this certificate indicate that the qualification is accredited only for England, Wales and Northern Ireland.



00095295



Certificate No. OCC66737

Operator Competence Certificate

Title:

Non Hazardous transfer/with or without treatment (not otherwise specified) (4MPTNH6)

This Certificate is awarded to

Ian Greaves

Awarded: 13/04/2016

Authorised

A handwritten signature in black ink, appearing to read "Alan James".

WAMITAB Chief Executive Officer

A handwritten signature in black ink, appearing to read "John".

CIWM Chief Executive Officer



**The Chartered Institution
of Wastes Management**

This certificate is jointly awarded by WAMITAB and the Chartered Institution of Wastes Management (CIWM) and provides evidence to meet the Operator Competence requirements of the Environmental Permitting (EP) Regulations, which came into force on 6 April 2008.



00095210

WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: 06559

CERTIFICATE OF TECHNICAL COMPETENCE

This Certificate confirms that

Ian Greaves

has demonstrated the standard of technical competence required for the management
of a facility of the type set out below

Facility Type:

Level 4 in Waste Management Operations -

Managing Transfer Hazardous Waste (4TSH)



Authorising Signatures:

Director General *[Signature]*

Director *[Signature]*

Date of issue:

02 February 2005



WAMITAB

Waste Management Industry Training and Advisory Board

Qualification Title:

Level 4 in Waste Management Operations - Managing Transfer Hazardous Waste (4TSH)

Qualification Number:

10026563

Units gained by Ian Greaves

U1027789	Create effective working relationships (MCI Unit C4)
R1013863	Provide information to support decision making on a waste management site.
K1013867	Control the reception of hazardous waste
M1013871	Control the movement, sorting and storage of hazardous wastes
U1051769	Monitor procedures to control risks to health & Safety (Employment NTO Unit B)
F1013860	Control maintenance and other engineering operations
J1013861	Control improvements to waste management operations
U1026119	Support the efficient use of resources (MCI Unit B1)
U1027792	Contribute to the selection of personnel for activities (MCI Unit C7)
A1014022	Control site operations for the transfer of hazardous waste
J1014024	Control the disposal of outputs and residues from hazardous waste transfer and recovery operations
H1014015	Ensure protection of the environment on hazardous waste treatment or transfer sites

Serial No: 13126/11/2

WAMITAB, Waste Management Industry Training & Advisory Board, Peterbridge House, 3 The Lakes, Northampton, NN4 7HE

Tel: 01604 231950 Fax: 01604 232457 E mail: info.admin@wamitab.org.uk web: www.wamitab.org.uk



Quality Council
Awarding Body

WAMITAB

Waste Management Industry Training and Advisory Board

Qualification Title:
**Level 4 in Waste Management Operations - Managing Transfer
Hazardous Waste (4TSH)**

Qualification Number:

10026563

Units gained by Ian Greaves

K1013867	Control the reception of hazardous waste
M1013671	Control the movement, sorting and storage of hazardous wastes
U1051769	Monitor procedures to control risks to health & Safety (Employment NTO Unit B)
F1013860	Control maintenance and other engineering operations
J1013861	Control improvements to waste management operations
U1026119	Support the efficient use of resources (MCI Unit B1)
U1027789	Create effective working relationships (MCI Unit C4)
R1013863	Provide information to support decision making on a waste management site
A1014022	Control site operations for the transfer of hazardous waste
J1014024	Control the disposal of outputs and residues from hazardous waste transfer and recovery operations
H1014015	Ensure protection of the environment on hazardous waste treatment or transfer sites
U1027792	Contribute to the selection of personnel for activities (MCI Unit C7)

Serial No: 013126/4TSH

WAMITAB, Waste Management Industry Training & Advisory Board, Peterbridge House, 3 The Lakes, Northampton, NN4 7HE

Tel: 01604 231950 Fax: 01604 232457 E mail: info.admin@wamitab.org.uk web: www.wamitab.org.uk



WAMITAB

Waste Management Industry Training and Advisory Board

National Vocational Qualification

Qualification Title:

Level 4 in Waste Management Operations - Managing Transfer Hazardous Waste
(4TSH)

Qualification Number:

10026563

This Certificate is awarded to
Ian Greaves

Awarded: 02/02/05

Serial No:013126/4TSH

Authorised

Director General
WAMITAB

Qualifications Manager
WAMITAB

WAMITAB, Waste Management Industry Training & Advisory Board, Peterbridge House, 3 The Lakes, Northampton, NN4 7HE

Tel: 01604 231950 Fax: 01604 232457 E mail: info.admin@wamitab.org.uk web: www.wamitab.org.uk



Qualifications and
Curriculum Authority

WAMITAB

Waste Management Industry Training and Advisory Board

National Vocational Qualification

Qualification Title:

Level 4 in Waste Management Operations - Managing Transfer Hazardous Waste
(4TSH)

Qualification Number:

10026563

This Certificate is awarded to
Ian Greaves

Awarded: 02/02/05

Serial No: 013126/4TSH

Authorised

Director General
WAMITAB

Qualifications Manager
WAMITAB

WAMITAB, Waste Management Industry Training & Advisory Board, Peterbridge House, 3 The Lakes, Northampton, NN4 7HE

Tel: 01604 231950 Fax: 01604 232457 E mail: info.admin@wamitab.org.uk web: www.wamitab.org.uk



CIWM

Continuing Competence Certificate

This certificate confirms that

Ian Greaves

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 30/09/2025

TMNH

Treatment - Non Hazardous Waste

Expiry Date:
30/09/2027

Verification date: 27/09/2025

Authorised:

Responsible Officer

Learner ID: 13126

Certificate No.: 5290584

Date of Issue: 30/09/2025

CIWM Chief Executive Officer



The Chartered Institution
of Wastes Management



Scan code on reverse to authenticate that this is a genuine paper

Continuing Competence Certificate

This certificate confirms that

Ian Greaves

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 19/07/2024

ELV End-of-life-Vehicles
TMH Treatment - Hazardous Waste

Expiry Date:
19/07/2026

Verification date: 13/07/2024

Authorised:

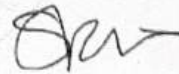


Responsible Officer

Learner ID: 13126

Certificate No.: 5258152

Date of Issue: 19/07/2024



CIWM Chief Executive Officer



The Chartered Institution
of Wastes Management





Appendix 6

Environmental Risk Assessment