

**From:** PSC Land  
**Sent:** 12 December 2018 16:47  
**To:** 'c.boles@ecl.world'  
**Subject:** We need more information about your application and Underpayment of application charge EPR/EB3207LH/V005

Mrs. Clare Boles  
Environmental Compliance Ltd  
Unit G1  
Treforest Industrial Estate  
Pontipridd  
CF37 5YR

**Our ref: EPR/EB3207LH/V005**

**Date: 12 December 2018**

Dear Mrs. Boles,

**We need more information about your application and underpayment of application charge**

**Application reference: EPR/EB3207LH/V005**

**Operator: Attero Recycling Limited**

**Facility: Bankwood Lane Waste Processing and Treatment Centre**

Thank you for your application received on 17 October 2018.

I need to ask you for some missing information before I can do any more work on your application. Please provide us with more information with respect to the following points:

1. Application form Part C2

- Q3b asks for confirmation of registration with a certified technical competence scheme. You have provided an original operator competence certificate for Lee Jepson that is dated 27/11/2015. As the certificate is over 2 years old, you must provide a continuing competency certificate for Lee Jepson. You must also complete the table in question 3b which asks about the other sites Lee is also a technically competent manager for. If the answer is none, you must state that in the table.
- Q3d asks about management systems. You have ticked the box to state that the facility meets ISO14001 certification. Please provide evidence of the certification. If you have your own management system that is not certified, you need to state this in a revised Part C2 application form.
- Q5e asks that you provide a baseline report if you are adding an installation. As you are adding an installation activity to your permit you are required to provide a baseline report which includes spoil and groundwater data. However, if you choose not to provide a site baseline report, provide confirmation that you are accepting a "zero contamination status" for your site.

2. Application form Part C3 – Installations

- Please provide application form Part C3 which needs to be completed for Installation activities. Please answer every question and the appropriate appendices. If a question is not applicable, please state this and explain why. Provide all supporting information as prompted. See link to further guidance on Part C3:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/582723/LIT\\_6760.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582723/LIT_6760.pdf)

3. Application form Part C4 – for waste operations

- Question 1, table 1a – please amend this table to reflect the waste operations that will be carried out at the facility as it currently lists the installation activities instead.

4. Part F1 of the application form

- The application payment you sent is incorrect. We have calculated the application charge based on the information you provided in the application as follows:

<p><b>Installation activity</b> – Substantial variation – baseline activity charge for pre-treatment prior to incineration. 1.16.2 – Section 5.4 – non-hazardous waste installation = £13,984 In accordance with our charging scheme, this is charged as a new bespoke application as you are adding a new activity to a permit)</p>
<p><b>Waste activity</b> – Normal variation for the increase in throughput and extension of site boundary 1.16.11 – Material recycling facility = £3,965</p>
<p><b>Add-on charges</b> 1.19.2 Habitats assessment = £779 1.19.3 Fire prevention plan = £1,241 1.19.4 Pest management plan = £1,241 1.19.5 Dust management plan = £1,241 1.19.6 Odour management plan = £1,246 1.19.7 Noise and vibration management plan = £1,246</p>
<p><b>Additional fees</b> Advertising due to high public interest = £500. Please refer to section 2.5 of our web based charging scheme guidance to understand how we charge for high public interest sites <a href="https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#how-to-pay-for-charges">https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#how-to-pay-for-charges</a></p>

The correct application charge is **£25,443**.

You have paid £7,637 as part of a previous variation application that was returned. This leaves a balance of **£17,806**.

If paying by cheque, please make the cheque payable to Environment Agency and post it to:

Land Team  
Permitting and Support Centre  
Quadrant 2  
99 Parkway Avenue  
Sheffield  
S9 4WF

If you wish to pay by credit card, please ring us on 03708 506506 to arrange this.

Please see details below for **payment via the BACS system:**

**You will need the following information:**

**Our bank details**

RBS/Nat West  
London Corporate Service Centre  
CPB Services  
2<sup>nd</sup> Floor  
280 Bishopsgate  
London  
EC2M 4RB

**Account Name**

EA RECEIPTS

**Account Number**

10014411

**Sort Code**

60-70-80

**Reference Number**

*The reference number that you supply will appear on our bank statements, enabling us to check your payment. It may be necessary for you to contact your bank to ensure that the reference number is quoted correctly to ensure prompt processing. Please see below for an example and explanation of how to generate your reference number.*

**PSCAPPXXXXYYYY**

Where X is the first five letters of your organisation name, and Y is a four digit numerical identifier, relevant to you. For example: PSCAPPENVIR0001. This BACS reference number is unique to you as a customer.

- Please ensure that you also provide a remittance (explanation of the payment and payment date) to:  
**The Environment Agency, Income, Shared Services Connect Ltd, Po Box 797, Newport, Gwent, NP10 8FZ**
- **AND** forward a copy of the remittance to the **Permitting Support Centre**, at the address below.

5. Air dispersion modelling

Provide the model input files (in apl. or aermod format) used in the air quality and odour impact assessment by email (or on a CD) for auditing.

Please send the information, quoting the above application reference, to:

Email address: [psc@environment-agency.gov.uk](mailto:psc@environment-agency.gov.uk)

Postal address:  
Permitting and Support Centre  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

Please send the information and payment within 10 working days of this letter. Details of how to pay are given in Part F of the application form. If we do not hear from you, we must return your application.

When we receive the requested information and payment, we will continue to check your application. We will check to see if there's enough information for the application to be 'duly made'. Duly made means that we have all the information we need to begin determination. Determination is where we assess your application and decide if we can allow what you have asked for.

We will let you know by letter whether your application can be duly made. If it cannot be duly made, we will return your application to you.

If we do have to return your application we will send you a partial refund of your application payment. We will retain 20% of the application charge to cover our costs in reviewing your application and requesting information. This maximum amount we'll retain is capped at £1,500. Further information on charging can be found at: <https://www.gov.uk/government/publications/environmental-permitting-ep-charges-scheme>

If you have any questions please phone [REDACTED] on [REDACTED] or email [REDACTED]

### Other points

Please be advised that we have noted the following points in the documents you have provided. You will be required to address these points during the determination stage.

- The WYG air quality impact assessment dated May 2018 does not include all designated habitats within the relevant screening distance for an installation activity (10 km for SACs, SPA's and Ramsars and 2 km for SSSIs, Local Nature Reserves, Local Wildlife Sites and Ancient Woodlands). There are two Designated Sites within 10 km of the facility and these have not been included in the assessment. An updated air quality impact assessment will be required together with the model input files. See further guidance on air emissions risk assessment and dispersion modelling: <https://www.gov.uk/guidance/air-emissions-risk-assessment-for-your-environmental-permit>

<https://www.gov.uk/guidance/environmental-permitting-air-dispersion-modelling-reports>

- We note that you have provided a noise management plan but have not undertaken a noise impact assessment (modelling) to justify the mitigation measures you are proposing. We shall be requiring a noise impact assessment during the determination period. See our guidance on noise risk assessment: <https://www.gov.uk/guidance/control-and-monitor-emissions-for-your-environmental-permit#noise-and-vibration-management-plan>

Yours sincerely

Permitting Support Advisor  
Part of National Operations  
National Permitting Service (part of National Services E&B)

- ✉ Land Team, Environment Agency, Quadrant 2, 99 Parkway, Avenue, Sheffield, S9 4WF
- ✉ Email: [PSC@environment-agency.gov.uk](mailto:PSC@environment-agency.gov.uk)

### **Simple, fair, effective charges.**

**Our regulatory charges have changed. On 1 April 2018 we introduced our new charging schemes. Find out how you may be affected.**

