

From: [Steve Holding](#)
To: [PSC Land](#)
Cc: [Philippa Lambourne](#); [George Longmuir](#)
Subject: WASTE BECOMING INSTALLATION - RE: Request for missing information - EPR/EB3208HK/V003
Date: 28 March 2023 14:38:17
Attachments: [image001.gif](#)
[image002.gif](#)
[image003.gif](#)
[image004.gif](#)
[image005.gif](#)
[image006.png](#)
[Application 3 & supporting docs.zip](#)
[Application-for-an-environmental-permit-part-a-about-you.pdf](#)

[REDACTED]

Hi Anette,
Please see permit application (3) and supporting docs attached.
Please send invoice to,
Philippa Lambourn
Freeland Horticulture Ltd
Rosedale Nuresery
College Road
Hextable
Kent
BR8 7LT

From: Steve Holding
Sent: Thursday, November 3, 2022 12:05 PM
To: PSC Land <PSC@environment-agency.gov.uk>
Cc: Philippa Lambourne <[REDACTED]>; George Longmuir <[REDACTED]>

Subject: RE: Request for missing information - EPR/EB3208HK/V003
Hi Annette,
Yes you will need to send us an invoice first please, however firstly I would like to confirm that the correct payment reference has been quoted for our waste operation at Wroot road composting facility, which is an "open air windrow composting process for the treatment of green waste".
Please see the attached reference page from the waste treatment costings list (1.16.35), which has a more accurate description of our composting operation/process?
Also you have asked us to include our Fire Prevention Plan document in the application process which has an additional charge, however this has already been previously submitted and approved as part of the updated site compliance requirements.
Could you also confirm that we would be due a rebate for the annual Waste permitting fees we have already been charged for and paid, for the present year 2022-2023?
Kind regards
Steve Holding
General Manager

From: PSC Land <PSC@environment-agency.gov.uk>
Sent: 02 November 2022 14:42
To: Steve Holding <[REDACTED]>
Subject: RE: Request for missing information - EPR/EB3208HK/V003
Hello Steve
Thanks for the documents. Can you advise when the payment of £9,479 is being made,

please? Do you need us to send an invoice before it can be paid?

Kind Regards

Annette Morton

Permitting Support Advisor – Permitting Support Regulated Industry - National Permitting Service

Environment Agency | Quadrant 2, 99 Parkway Ave, Parkway Business Park, Sheffield, S9 4WF

Regulated Industry Team Phone Number : 02030253898 (9am to 4pm)

Regulated Industry Team Email : PSC@environment-agency.gov.uk

Incident response

National duty communications officer (24/7) | 0800 023 2522

National duty communications manager | 0800 028 2411

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[Environment Agency - National Permitting Service Survey \(smartsurvey.co.uk\)](https://smartsurvey.co.uk)



From: Steve Holding <[REDACTED]>

Sent: 01 November 2022 14:18

To: PSC Land <PSC@environment-agency.gov.uk>

Subject: RE: Request for missing information - EPR/EB3208HK/V003

FYI,

Please see amended docs attached.

Kind regards

Steve Holding

From: PSC Land <PSC@environment-agency.gov.uk>

Sent: 31 October 2022 12:44

To: Steve Holding <[REDACTED]>; Philippa Lambourne <[REDACTED]>

Cc: George Longmuir <[REDACTED]>

Subject: RE: Request for missing information - EPR/EB3208HK/V003

Good afternoon Steve

Thank you for the documents. Please accept my apologies for the delay in getting back to you, I've been waiting for some advice to send to you.

However, there are no fee details in Part F1 and the declaration is still incorrect. It needs to have the name of a current director or secretary as listed at Companies House.

<https://find-and-update.company-information.service.gov.uk/company/04015968>

If you need advice on what the fee should be, I have been sent the below, after seeking advice. The text in blue is from the permitting officer providing the advice.

The baseline application charge from a bespoke waste operation to Installation will be a normal variation charge £6,992

Baseline application charge

Ref	Activity	Permit application	Minor variation	Normal variation	Substantial variation	Transfer application	Surrender application
1.16.2.1	Section 5.4 (a)(i) and (b)(i) - non-hazardous	£13,984	£4,196	£6,992	£12,586	£2,459	£8,390

	waste installation – biological treatment.						
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Depending on the site specifics there may be other add-on charges that may apply such as odour management plan and fire prevention plan. The operator should take note of the following table:

Table 1.19 Charges for plans and assessments

Ref	Plan or assessment	Charge
1.19.2	Habitats assessment (except where the application activity is a flood risk activity).	£779
1.19.3	Fire prevention plan (except where the application activity is a farming installation).	£1,241
1.19.4	Pests management plan (except where the application activity is a farming installation).	£1,241
1.19.5	Emissions management plan (except where the application activity is a farming installation).	£1,241
1.19.6	Odour management plan (except where the application activity is a farming installation).	£1,246
1.19.7	Noise and vibration management plan (except where the application activity is a farming installation).	£1,246

The operator is advised to seek an enhanced pre-application discussion.

Please resend form F1, with the fee details filled in and the declaration corrected.

Kind Regards

Annette Morton

Permitting Support Advisor – Permitting Support Regulated Industry - National Permitting Service

Environment Agency | Quadrant 2, 99 Parkway Ave, Parkway Business Park, Sheffield, S9 4WF

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From: Steve Holding <[REDACTED]>

Sent: 06 October 2022 16:09

To: PSC Land <PSC@environment-agency.gov.uk>; Philippa Lambourne

<[REDACTED]>

Cc: George Longmuir <[REDACTED]>

Subject: RE: Request for missing information - EPR/EB3208HK/V003

Annette,

Please see application 2 and supporting docs, please advise if you need further information.

Kind regards

Steve

From: PSC Land <PSC@environment-agency.gov.uk>

Sent: 06 October 2022 09:07

To: Philippa Lambourne <[REDACTED]>
Cc: Steve Holding <[REDACTED]>; George Longmuir <[REDACTED]>
<[REDACTED]>

Subject: RE: Request for missing information - EPR/EB3208HK/V003

Good morning

I'm chasing up the below request for information, as the deadline date has now passed. Please let me know if you are able to provide the information.

Kind Regards

Annette Morton

Permitting Support Advisor, Permitting Support

Environment Agency | Regulated Industry Team, Permitting Support, NPS Sheffield, Quadrant 2, 99 Parkway Avenue, Sheffield, S9 4WF

Permitting Support, Regulated Industry Team: psc@environment-agency.gov.uk | 0203 025 3898

Customer services line: 03708 506506 | Fax: 0114 2626660

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From: PSC Land

Sent: 15 September 2022 08:56

To: [REDACTED]

Cc: Steve Holding <[REDACTED]>; George Longmuir <[REDACTED]>

<[REDACTED]>

Subject: Request for missing information - EPR/EB3208HK/V003

Dear Ms Lambourne

Environmental permitting application

Application reference: EPR/EB3208HK/V003

Operator: Freeland Horticulture Limited

Facility: Wroot Road Composting Facility

Thank you for your application received **11 July 2022**.

Unfortunately we need more information from you before we can continue working on it.

Please provide us with the following by **30 September 2022**

- As you are varying an existing permit, forms Part C2 and C3 are required.
<https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c2-varying-a-bespoke-permit>
<https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-c3-varying-a-bespoke-installation-permit>
- Part F1 of the form is blank. Please complete this and return it to us. Information on the charge can be found at
<https://www.gov.uk/government/publications/environmental-permitting-charges-guidance/environmental-permitting-charges-guidance#varying-a-permit-charges>
- The appendices documents for the Fire Prevention Plan and Environmental Management System are missing. Please provide them to us.

If you need advice about completing the form, or work out what your fee is, we offer limited pre-application advice on how to prepare your application at no extra charge. If more help is needed, we also offer a discretionary enhanced pre-application service. This service is chargeable at a rate of £100 per hour. For further details and a pre-application request form, please see our website: <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>

If you email or write to us please quote the application reference EPR/EB3208HK/V003 on any correspondence and send it to the relevant address below.

When we receive the missing items we'll continue to check the details in your application. If there's enough information for us to begin the process of deciding whether or not we can grant your application we say the application is 'duly made' and we'll let you know this by letter. If we need further information before we can say it's duly made we'll let you know what is required.

If we don't receive the missing items by 30 September 2022 we'll return your application. If you require more time to submit the missing information, please let me know.

Yours Sincerely

Annette Morton

Permitting Support Advisor, Permitting Support

Environment Agency | Regulated Industry Team, Permitting Support, NPS Sheffield, Quadrant 2, 99 Parkway Avenue, Sheffield, S9 4WF

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