



Environmental Permit Variation Application

Windmill Services Limited

Unit 2 Simonswood Industrial Estate,
Stopgate Lane,
Simonswood,
Liverpool,
L33 4YA

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1. Introduction

- 1.1. This Environmental Permit variation application seeks to vary the existing Environmental Permit Ref. EPR/GB3102HD at Unit 2, Simonswood Industrial Estate, Stopgate Lane, Simonswood, Liverpool, L33 4YA (Site) for Windmill Services Limited.
- 1.2. The proposed variation is to:
 - Increase the storage limit on Site from 40,000 tonnes to 250,000 tonnes.
 - Increase the annual throughput from 75,000 tonnes to 500,000 tonnes.
 - Add List of Waste code 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03.
- 1.3. The proposed variation will change the Environmental Permit from a Standard Rules 2010 No.12 Environmental Permit to a bespoke Environmental Permit.
- 1.4. The relevant Environment Agency application forms and other required information are included within this Environmental Permit application report.



2. Site Location & Setting

- 2.1. The Site is located on Simonswood Industrial Estate, to the south of Stopgate Lane.
- 2.2. The entire Site extends to approximately 3.1 hectares, see Permit Boundary Plan - Drawing No. 17/016b 001.
- 2.3. The surrounding land uses include the Simonswood Industrial Estate, agricultural land to the north, east and south, and the residential area of Simonswood to the west.
- 2.4. The Site is located within a Zone 3 Groundwater Source Protection Zone. The Site is located on a Principal designated bedrock aquifer and a Secondary superficial aquifer.
- 2.5. Areas of protected deciduous woodland are located approximately 350m to the southeast , 470m to the southwest, 760m to the northwest and 910m north of the Site.



3. Operator Details

3.1. Company details, including information regarding the director of the company, are provided below:

Company Details

Company Name	Windmill Services Limited
Company Number	10877394
Registered Address	Oriel House, 2-8 Oriel Road, Bootle, L20 7EP
Incorporation Date	21 st July 2017
Companies House Link	https://beta.companieshouse.gov.uk/company/10877394

Information for Directors

Name	Date of Birth
Neil Langton	24th September 1982
Ricky Humphries	19th March 1982



4. Non-Technical Summary

Existing Operations

- 4.1. The Site has been operating under a Standard Rules 2010 No. 12 Environmental Permit (EPR/GB3102HD). This Environmental Permit is for the 'Treatment of waste to produce soil, soil substitutes and aggregate'.

Proposed Operations

- 4.2. The following List of Waste Code is proposed to be added to the Environmental Permit:
 - 17 09 04 – mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
- 4.3. The proposed List of Waste Codes that will apply to the varied permit is provided in Section 5 List of Waste Codes.
- 4.4. The storage limit on Site is proposed to be increased from 40,000 tonnes to 250,000 tonnes.
- 4.5. The annual throughput for the Site is proposed to be increased from 75,000 tonnes to 500,000 tonnes.
- 4.6. Strict waste acceptance procedures are applied on the Site to ensure that only the permitted waste types are accepted.
- 4.7. The proposed variation to the Environmental Permit will change the permit from a Standard Rules 2010 No. 12 to a bespoke Environmental Permit.
- 4.8. For further information regarding proposed operations see Appendices 3-6 which include amended procedures from the Site's Environmental Management System.



5. List of Waste Codes

- 5.1. This Environmental Permit variation application seeks to add 17 09 04 to the List of Waste codes acceptable under the Environmental Permit.
- 5.2. No waste codes are proposed to be removed.
- 5.3. The List of Waste codes proposed to be accepted onto the Site are listed below:

Waste code	Description
01	Wastes resulting from exploration, mining, quarrying, and physical and chemical treatment of minerals
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
02 02	waste from preparation and processing of meat, fish and other foods of animal origin
02 02 02	shellfish shells from which the soft tissue or flesh has been removed only
03	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 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
10	Wastes from thermal processes
10 01	waste from power stations and other combustion plants
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
10 11	wastes from manufacture of glass and glass products
10 11 12	clean 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 only
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 glass only
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	clean glass only
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	road base and road planings (other than those containing coal tar) only
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 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
17 08	gypsum-based construction material
17 08 02	Gypsum only other than that mentioned in 17 08 01
17 09	other construction and demolition waste
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 the preparation of water intended for human consumption and water for industrial use
19 05	wastes from aerobic treatment of solid waste
19 05 03	compost from source segregated biodegradable waste only
19 08	waste from waste water treatment plants not otherwise specified
19 08 02	washed sewage grit (waste from desanding) free from sewage contamination only
19 08 99	stone filter media if free from sewage contamination only
19 09	wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	sludges from water clarification
19 12	wastes from the mechanical treatment of waste
19 12 05	clean glass only
19 12 09	minerals (for example sand, stones)
19 12 12	waste from the treatment of construction/demolition waste other than that containing dangerous substances
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	Sludges from soil remediation other than those mentioned in 19 13 03
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions
20 01	separately collected fractions
20 01 02	clean glass only
20 02	garden and park wastes
20 02 02	soil and stones



6. Site Management

Environmental Management System

- 6.1. Windmill Services Limited operate the Site in accordance with an Environmental Management System.
- 6.2. A hard copy of the EMS is kept on the Site at all times.
- 6.3. The EMS folder includes a copy of the Environmental Permit and the following sections:

Environmental Management System 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 different types of waste treatment activities carried out on Site, the Site security measures, information on the competence of the staff working on Site, roles and responsibilities for each member of staff and details for Site closure.

Appendix A.1 – Site Condition Report

This section provides details of the condition of the Site upon completion of the EMS.

Appendix A.2 – Assessment of Environmental Impacts and Controls

This assessment provides information on the processes, activities and equipment on site, the potential emissions and impacts 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.

Appendix A.3 - 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
- Unauthorised Entry
- Failure of Plant and Equipment
- Cross-Contamination
- Failure of Services

Appendix A.3 - Appendix 1 Preventing Accidents / Incidents

This document contains an assessment of the potential accidents and/or incidents that could occur on site, what the harm could occur, how to reduce the risk of the accident occurring and details on what to do if the accident and/or incident did occur the on Site.



Appendix A.4 - Flood Management Plan

This report 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.

Appendix B – Authorisations

This section includes a copy of the permit and any EA Registrations for the site. Guidance for any relevant EA registrations is also included.

Appendix C - Procedures and Forms

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

Implementation

- Environmental Training, Awareness and Competence
- Roles and Responsibilities
- Reviewing and Auditing Documentation
- Compliance with Legal requirements

Waste Acceptance and Storage

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

Site Management

- Fuel & Oil Storage
- Refuelling of Plant / Equipment
- Maintenance
- Housekeeping, Litter, Pest & Vermin Control
- Site Security
- Recycling Operations
- Removal of Waste

Environmental Protection

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

Emergency Provisions

- Environmental Accidents /Incidents / Complaints



- Near Miss Reporting
- Spill Response
- Flood Management
- Utility / Equipment Failure
- Fire

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 Site boundaries.
- Site Layout plan detailing all cut off points, areas of operations, stockpiles, spill kits, etc.
- Site Sensitive Receptors Plan.
- Drainage Plan.

Technically Competent Management

- 6.4. A copy of the Original WAMITAB Certificate and most recent continuing competence certificate for Craig Rixon is provided in Appendix 1 Evidence of Technically Competent Management. Craig Rixon is the Technically Competent Manager for the Site.



7. Environmental Risk

- 7.1. An Environmental Risk Assessment has been completed for this Environmental Permit application, see Appendix 2, Environmental Risk Assessment.
- 7.2. This Environmental Risk Assessment considers the risks associated with the acceptance of the new waste types on to the Site and the increase in the annual throughput and storage limit at the Site.
- 7.3. This Environmental Risk Assessment evaluates the potential impact that the waste activities may have on neighbours, businesses, and the environment.
- 7.4. The Environmental Risk Assessment concludes that there are no additional risks associated with the addition of 17 09 04 to the Environmental Permit, the increase of annual throughput and the increase in storage limits at the Site. There will therefore be no new control measures carried out arising from the Environmental Risk Assessment.



Application Forms

Part A

Application for an environmental permit Part A – About you



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

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

The form can be:

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

Note: if you believe including information on a public register would not be in the interests of national security you must

tick the box in section 4 of F1 or F3 and enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.

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

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

Contents

- 1 About you
- 2 Applications from an individual
- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
- 7 Contact details
- 8 How to contact us

1 About you

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

An individual

Now go to section 2

An organisation of individuals (for example, a partnership)

Now go to section 3

A public body

Now go to section 4

A registered company or other corporate body

Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

3 Applications from an organisation of individuals

3a Type of organisation

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

3b Details of the organisation

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

3 Applications from an organisation of individuals, continued

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

4 Applications from public bodies

4a Type of public body

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

4b Name of the public body

4c Please give us the following details of the executive

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

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

Document reference

Now go to section 6

5c Please give details of the directors

If relevant, provide details of other directors on a separate sheet and tell us the reference you have given this sheet.

Document reference

Details of directors

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

6 Your address

6a Your main (registered office) address

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Document reference for the extra sheet

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

7a Who can we contact about your application?

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

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

As in question 7a

As in question 7b

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

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

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, or you would like us to review a decision we have made, please let us know. 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.

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

£ _____



Application Forms

Part C2

Application for an environmental permit – Part C2 – General – varying a bespoke permit



Fill in this part of the form, together with part A and the relevant parts of C3 to C7 and part F1 or F2, 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 changing existing ones).

Waste operation changing to installation or vice versa?

If your changes mean that a waste operation becomes an installation (or vice versa) you also need to fill in either part C3 (waste to installation) or part C4 (installation to waste).

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 two hours to fill in this form.

Contents

- 1 About the permit
- 2 About your proposed changes
- 3 Your ability as an operator
- 4 Consultation
- 5 Supporting information
- 6 Environmental risk assessment
- 7 How to contact us

Appendix 1 – Low impact installation checklist

1 About the permit

Note: If you are applying to convert your existing permit to a standard permit or add a standard facility you need to fill out form C1.

1a Discussions before your application

If you have had discussions with us before your application, provide the permit reference number or details on a separate sheet and tell us below the reference you have given the document.

Permit or document reference number

1b Permit number

What is the permit number that this application relates to?

1c Site details

What is the name, address and postcode of the site?

Site name

Address

Postcode

2 About your proposed changes

2a Type of variation

What type of variation are you applying for? (Please tick)

Minor technical

Normal variation

Substantial

2 About your proposed changes, continued

2b Changes or additions to existing activities

Please give us brief details in the box below. More detailed information can be given in Table 1 below.

--

Fill in Table 1 with details of all the proposed changes to current activities. In the final column of the table, give us the document reference for the proposed changes and send them to us with your filled in application form.

Fill in a separate table for each activity you are applying to vary or add. 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

You only need to fill in one table for your mining waste operations.

2c Consolidating (combining) or updating existing permits

If your proposed change is to modernise (update) your permit, now answer 2c1; otherwise go to 2d.

If your proposed change is to consolidate (combine) a number of permits, now answer 2c2; otherwise go to 2d.

Note: In both cases we may require additional information from you about, for example, your management system. Therefore we would always advise you to talk to us before you submit any application to modernise or consolidate permits.

2c1 Do you want to have a modern style permit?

No

Yes

2c2 Identify all the permits you want to consolidate (combine) by listing the permit numbers in Table 2 below.

Table 2 – Permit numbers

2d Treating batteries

Are you proposing to treat batteries?

No

Yes Tell us how you will do this and send us a copy of your explanation

Document reference for the explanation

2e Ship recycling

Is your activity covered by the Ship Recycling Regulations 2015? (See the guidance notes on part C2.)

No

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

Document reference for the explanation

Document reference for the facility recycling plan

Is this a renewal of an existing authorisation covered by the Ship Recycling Regulations 2015?

No

Yes Tell us the expiry date of your existing authorisation

(DD/MM/YYYY)

Table 1 – Changes to existing activities

Name	Installation schedule 1 references	Description of the installation activity	Description of waste operation	Description of the mining waste operations	Description of water discharge activity	Description of groundwater activity	Proposed changes document reference
i.e. name of installation, waste operation, mining waste operation, water discharge activity or groundwater activity							
Example – Effluent unique name					Example – treated sewage effluent		
If you do not have enough room, go to the line below or send a separate document and give us the document reference here							

2 About your proposed changes, continued

2f Low impact installations (installations only)

Will any changes mean that any of the regulated facilities will become low impact installations?

No Now go to section 3

Yes

If yes, tell us how you meet the conditions for a low impact installation (see the guidance in appendix 1).

Document reference for the explanation _____

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

Now go to section 3

3 Your ability as an operator

If you are applying to add waste installations or waste operations to a permit that has not previously had them, you need to fill in all of section 3.

If you are applying to consolidate (combine) two or more permits or have an updated permit you must fill in question 3d.

This section does not apply for applications to surrender a permit.

3a Relevant offences (installations and waste operations only – see the guidance notes on part C2)

Have you, or any other relevant person, been convicted of any relevant offence?

No Now go to question 3b

Yes Please give details below

Name of the relevant person _____

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Date of birth (DD/MM/YYYY) _____

Position at the time of the offence _____

Name of the court _____

Date of the conviction (DD/MM/YYYY) _____

Offence and penalty set _____

Date any appeal against the conviction will be heard _____

(DD/MM/YYYY)

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

Now go to question 3b

3b Technical ability (specified waste management activities and waste operations only – see the guidance notes on part C2)

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

ESA/EU skills

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

3 Your ability as an operator, continued

CIWM/WAMITAB scheme

Please select **one** of the following:

- I have enclosed a copy of:
 - the relevant qualification certificate/s
 - or**
 - evidence of deemed competence
 - or**
 - Environment Agency assessment
 - or**
 - evidence of nominated manager status under the transitional provisions for previously exempt activities
- and, if deemed competent or Agency-assessed, or if there is evidence of a nominated manager, or if the original qualification is over two years old:

I have enclosed a copy of the relevant current continuing competence certificate/s

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

Title (Mr, Mrs, Miss and so on)	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Date of birth (DD/MM/YYYY)	<input type="text"/>
Phone	<input type="text"/>
Mobile	<input type="text"/>
Email	<input type="text"/>

Please provide the environmental permit number/s and site address for **all** other waste activities that the proposed technically competent manager provides technical competence for, including permits held by other operators.

Permit number	Site address	Postcode

Document reference of the extra sheet

Now go to question 3c

3c Finances (installations, waste operations and mining waste operations – see the guidance notes on part C2)

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

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

No

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

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

3 Your ability as an operator, continued

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

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

- Bonds
- Escrow account
- Trust fund
- Lump sum
- Other

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Give the document plan reference number

Now go to question 3d

3d Management systems

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

Your permit requires you (as the operator) to ensure that you manage and operate your activities in accordance with a written management system. You can find guidance on management systems on our website at www.gov.uk/government/organisations/environment-agency.

You can find guidance on management systems on our website at www.gov.uk/government/organisations/environment-agency.

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

What management system will you provide for your regulated facility?

- EC Eco-Management and Audit Scheme (EMAS)
- EMAS Easy
- ISO 14001
- BS 8555 (Phases 1–5)
- Acorn
- Green Dragon
- Own management system

Please make sure you send us a summary of your management system with your application.

Document reference or references for this summary

4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only)

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

4a A sewer managed by a sewerage undertaker?

- No
- Yes Please name the sewerage undertaker

4b A harbour managed by a harbour authority?

- No
- Yes Please name the harbour authority

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

- No
- Yes Please name the fisheries committee

4d Is the installation on a site for which

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

- No
- Yes

4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only), continued

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

No

Yes

5 Supporting information

5a Provide a plan or plans for the site (see the guidance notes on part C2 for what needs to be marked on the plan)

Document plan reference or references

5b Do any of the variations you plan to make need extra land to be included in the permit?

No

Yes Please provide a site report for the extra land.

Document report reference or references

5c Provide a non-technical summary of your application

Document reference

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

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

Yes Provide a fire prevention plan (see the guidance notes on part C2). You need to highlight any changes you have made since your pre-application discussions.

No

5e Adding an installation

If you are applying to add an installation, tick the box to confirm that you have sent in a baseline report and provide a reference.

Document reference of the report

6 Environmental risk assessment (if you need one – see the guidance notes on part C2)

Provide an assessment of the risks each of your proposed activities cause to the environment. The risk assessment must follow the methodology set out in ‘Risk assessments for your environmental permit’ at <https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit> or an equivalent method.

Document reference of the assessment

7 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 appendix 1.**Appendix 1 – Low impact installation checklist**

Installation reference			
Condition	Response		Do you meet this?
A – Management techniques	Provide references to show how your application meets A.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
B – Aqueous waste	Effluent created	m ³ /day	Yes <input type="checkbox"/> No <input type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets C.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste	Tonnes per year	Yes <input type="checkbox"/>
	Non-hazardous waste	Tonnes per year	No <input type="checkbox"/>
F – Using energy	Peak energy consumption	MW	Yes <input type="checkbox"/> No <input type="checkbox"/>
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.)		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets G.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	References		
H – Noise	Provide references to show how your application meets H.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
I – Emissions of polluting substances	Provide references to show how your application meets I.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
J – Odours	Provide references to show how your application meets J.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes.	Yes <input type="checkbox"/> No <input type="checkbox"/>	



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 Emissions to air, water and land
- 3 Operating techniques
- 4 Monitoring
- 5 How to contact us

Appendix 1 – Specific questions for waste facilities that accept clinical waste

Appendix 2 – Specific questions for waste facilities that accept hazardous waste

Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

Appendix 4 – Specific questions for inert landfills 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

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.

Table 1a – Waste operations which do not form part of an installation

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

Notes

- 1 By ‘capacity’, we mean the total landfill capacity (cubic metres) for landfills, the total treatment capacity (tonnes each day) for waste treatment and the total storage capacity (tonnes) for waste storage operations.
- 2 By ‘total storage capacity’, we mean the maximum amount of waste in tonnes you store on the site at any one time.

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

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

If you want to accept any waste with a code ending in 99, you must provide more information and a full description in the document.

Document reference

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

Waste code	Description of waste
Example 02 01 08* 06 01 02*	Example Agrochemical waste containing hazardous substances Hydrochloric acid

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 restoration or improvement?

No Go to question 2

Yes

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

No Go to question 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.

Document reference

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>.

2 Emissions to air, water and land

Fill in Table 2 below with details of the 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				
Point source emissions to air				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to water (other than sewers)				
Emission point reference and location	Source	Parameter	Quantity	Unit

2 Emissions to air, water and land, continued

Table 2 – Emissions, continued

Point source emissions to sewers, effluent treatment plants or other transfers off site				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to land				
Emission point reference and location	Source	Parameter	Quantity	Unit

Supporting information

3 Operating techniques

3a Technical standards

Fill in Table 3a for each operation referred to in Table 1a above and list the relevant technical guidance note (TGN) or notes you are planning to use. If you are planning to use the standards set out in the TGN, there is no need to justify using them.

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 (General bespoke permit) of the application form.

The documents should summarise the main measures you use to control the main issues identified in your risk assessment (search for 'Risk assessment for your environmental permit' at www.gov.uk/government/organisations/environment-agency) or technical guidance. For each of the activities listed in Table 3a, describe the type of operation and the options you have chosen for controlling emissions from your process.

Table 3a – Technical standards

Fill in a separate table for each waste operation.

Waste operation		
Description of the waste operation	Relevant technical guidance	Document reference (if appropriate)

3 Operating techniques, continued

In all cases, describe the type of facility or operation you are applying for, and, if appropriate, use block diagrams to help describe the process. Provide the document references below.

Document reference

3b General requirements

Fill in a separate table for each waste operation.

Table 3b – General requirements

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

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
Clinical waste	See the questions in appendix 1
Disposing of and recovering hazardous waste	See the questions in appendix 2
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 3
Inert landfill and deposit of waste on land for construction, land reclamation, restoration or improvement	See the questions in appendix 4

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; and
- 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 assessment reference

5 How to contact us

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Email: enquiries@environment-agency.gov.uk

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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 4.

Appendix 1 – Specific questions for waste facilities that accept clinical waste

Note: If your procedures are fully in line with the standards set out in ‘Technical guidance for managing clinical waste’ (EPR 5.07) then you should tick the ‘yes’ box and provide the procedure reference from EPR 5.07. There is no need for you to supply a copy of the procedure.

1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07 and which are used to assess a waste enquiry before it is accepted at the installation or waste facility?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

3 Are waste storage, handling and dispatch procedures, and infrastructure in place that are fully in line with the appropriate measures set out in section 3.2 of EPR 5.07?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

4 Are monitoring procedures in place that are fully in line with the appropriate measures set out in section 3.3 of EPR 5.07?

No Provide justification for departure from EPR 5.07 and submit a copy of your procedures

Document reference _____

Yes EPR 5.07 procedure reference _____

5 Are you proposing to either

- accept an additional waste not included in Table 2.1 of section 2.1 of EPR 5.07, or
- apply a permitted activity to a waste other than that identified for that waste in Table 2.1?

No

Yes Provide justification

Document reference _____

6 Please provide a summary description of the treatment activities undertaken on the waste facility. This should cover the general principles set out in section 2.1.4 of EPR 5.07

Document reference for the summary _____

7 Please provide layout plans detailing the location of each treatment plant and main plant items and process flow diagrams for the treatment plant

Document reference _____

Appendix 2 – Specific questions for waste facilities that accept hazardous waste

Note: If your procedures are fully in line with the standards set out in ‘Recovery and disposal of hazardous and non-hazardous waste’ (SGN 5.06) then you should tick the ‘yes’ box and provide the procedure reference from SGN 5.06. There is no need for you to supply a copy of the procedure.

1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.1 of SGN 5.06, and which are used to assess a waste enquiry before it is accepted at the waste facility?

No Provide justification for departure from SGN 5.06 and submit a copy of your procedures

Document reference

Yes SGN 5.06 procedure reference

2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.2 of SGN 5.06, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?

No Provide justification for departure from SGN 5.06 and submit a copy of your procedures

Document reference

Yes SGN 5.06 procedure reference

3 Are waste storage procedures and infrastructure in place that are fully in line with the appropriate measures set out in section 2.1.3 of SGN 5.06?

No Provide justification for departure from SGN 5.06 and submit a copy of your procedures

Document reference

Yes SGN 5.06 procedure reference

4 Provide a layout plan giving details of where the waste facility is based, the infrastructure in place (including areas and structures for separately storing types of waste which may be dangerous to store together) and capacity of waste storage areas and structures

Document reference

5 Provide a summary of the treatment activities carried out on the waste facility. This should cover the general principles set out in section 2.1.4 of SGN 5.06

Document reference for the summary

6 Provide layout plans giving details of where each treatment plant is based, the main items at each plant, and process flow diagrams for the treatment plant

Document reference or references

Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

1 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 process over a 12 month period and in accordance with section 2 of TGN 6.15

Document reference _____

2 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 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; and
- 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?

Yes

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

Document reference _____

Appendix 4 – Specific questions for inert waste landfill and deposit for recovery operations

1 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 Provide your Waste Acceptance Procedures (including Waste Acceptance Criteria)

Document reference _____

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

Yes

No If no, please refer to the section of your ESSD that explains why this is unnecessary for your site

Document reference _____

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

Yes

No If no, please refer to the section of your ESSD that explains why this is unnecessary for your site

Document reference _____

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

Yes

No If no, please refer to the section of your ESSD that explains why this is unnecessary for your site

Document reference _____

6 Have you completed a monitoring plan for the site?

Yes

No If no, please refer to the section of your ESSD that explains why this is unnecessary for your site

Document reference _____

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

Yes For inert waste landfill you must provide a closure plan

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

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)?

Yes

No

Note: If you are not depositing waste to create or treat a growing medium, you do not need to answer questions 8b and 8c.

8b If you answered 'yes' to question 8a, can you meet both of the following criteria?

- waste types to be used for the R10 activity are top soils (EWC 17 05 04 or 20 02 02), peat (EWC 17 05 04 or 20 02 02) and/or soil from cleaning and washing beet (EWC 02 04 01) only, and
- The depth of deposit for the R10 activity will not exceed the final 50cm

Yes

No

8c If you have answered 'No' to 8b above, have you completed a benefit statement?

Yes

No If no, please explain why

Document reference _____

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



Fill in this part for all applications for installations, waste operations, mining waste operations, water discharges, point source groundwater discharges and groundwater discharges onto land. 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. 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 two hours to fill in this part of the application form.

Contents

- 1 Working out charges
- 2 Payment
- 3 The Data Protection Act 1998
- 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 in this section)

You have to submit an application fee with your application. You can find out the charge by searching for ‘Environment Agency charging scheme and guidance: environmental permits’ at www.gov.uk/government/organisations/environment-agency.

Please remember that the charges are revised on 1 April each year and that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Table 1 Type of application (add number if more than one)

Installation	Waste	Mining waste	Water discharge/point source discharge to groundwater	Groundwater spreading onto land

Table 2 Charge type (A)

Activity description	Activity reference	Percentage charge (see charges tables)						Amount
		100	60	50	30	20	10	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Total A								

1 Working out charges (you must fill in this section), continued**Table 3 Additional component charges (B)**

Part 1.19 Charges for plans and assessments			Tick appropriate
Reference	Plan or assessment	Charge	
1.19.1	Waste recovery plan	£1,231	<input type="checkbox"/>
1.19.2	Habitats assessment	£779	<input type="checkbox"/>
1.19.3	Fire prevention plan	£1,241	<input type="checkbox"/>
1.19.4	Pest management plan	£1,241	<input type="checkbox"/>
1.19.5	Dust management plan	£1,241	<input type="checkbox"/>
1.19.6	Odour management plan	£1,246	<input type="checkbox"/>
1.19.7	Noise and vibration management plan	£1,246	<input type="checkbox"/>
1.19.8	Ammonia emissions risk assessment	£620	<input type="checkbox"/>
1.19.9	Dust and bio-aerosol management plan	£620	<input type="checkbox"/>
	Advertising	£500	<input type="checkbox"/>
Total B			

Total charges

Total A plus total B

2 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

Date paid (DD/MM/YYYY)

How to pay**Paying by cheque, postal order or cash**

Cheque details

Cheque made payable to

Cheque number

Amount

£

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

Please write the name of your company and application reference number on the back of your cheque or postal order.

We will not accept cheques with a future date on them.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose your application reference details. Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application

Paying by credit or debit card

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

2 Payment, continued

- Please call me to arrange payment by debit or debit card
- I have enclosed form CC1 with my application

Paying by electronic transfer BACS reference

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 PSCAPP (to reflect that the application is for a permitted activity) 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@sscl.gse.gov.uk.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 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.

Now read section 3 below.

3 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

Now read section 4 below.

4 Confidentiality and national security

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.

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

Please treat the information in my application as confidential

4 Confidentiality and national security, continued

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 via our website at gov.uk.

You cannot apply for national security via this application.

Now go to section 5.

5 Declaration

If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.

A relevant person should make the declaration (see 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’.

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.

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 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)

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, Mrs, Miss and so on) _____
First name _____
Last name _____
on behalf of (if relevant; for example, a company or organisation and so on) _____
Position (if relevant; for example, in a company or organisation and so on) _____
Today’s date (DD/MM/YYYY) _____

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see 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 (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

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

Position (if relevant; for example, in 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, speak to us before you submit your application.

You must do the following:

- Complete legibly all parts of this 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. If necessary, continue on a separate sheet. This separate sheet also needs to have a reference number and you should include it in the table below
- For new permits 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

Question reference	Document title	Document reference

7 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.

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 to:

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

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

Or

Environment Agency Permitting and Support Centre

Environmental Permitting Team

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 Part A)

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

£ _____



Drawings

Permit Boundary Plan - Drawing No. 17/016b 001

Windmill Services Limited

Unit 2, Simonswood Industrial Estate

Client Windmill Services Limited

Title Permit Boundary Plan

Plan Ref. 17/016b 001

Site Unit 2,
Simonswood Industrial Estate,
Stopgate Lane,
Simonswood,
Liverpool,
L33 4YA.

Scale 1:2000

Date 09/03/2018

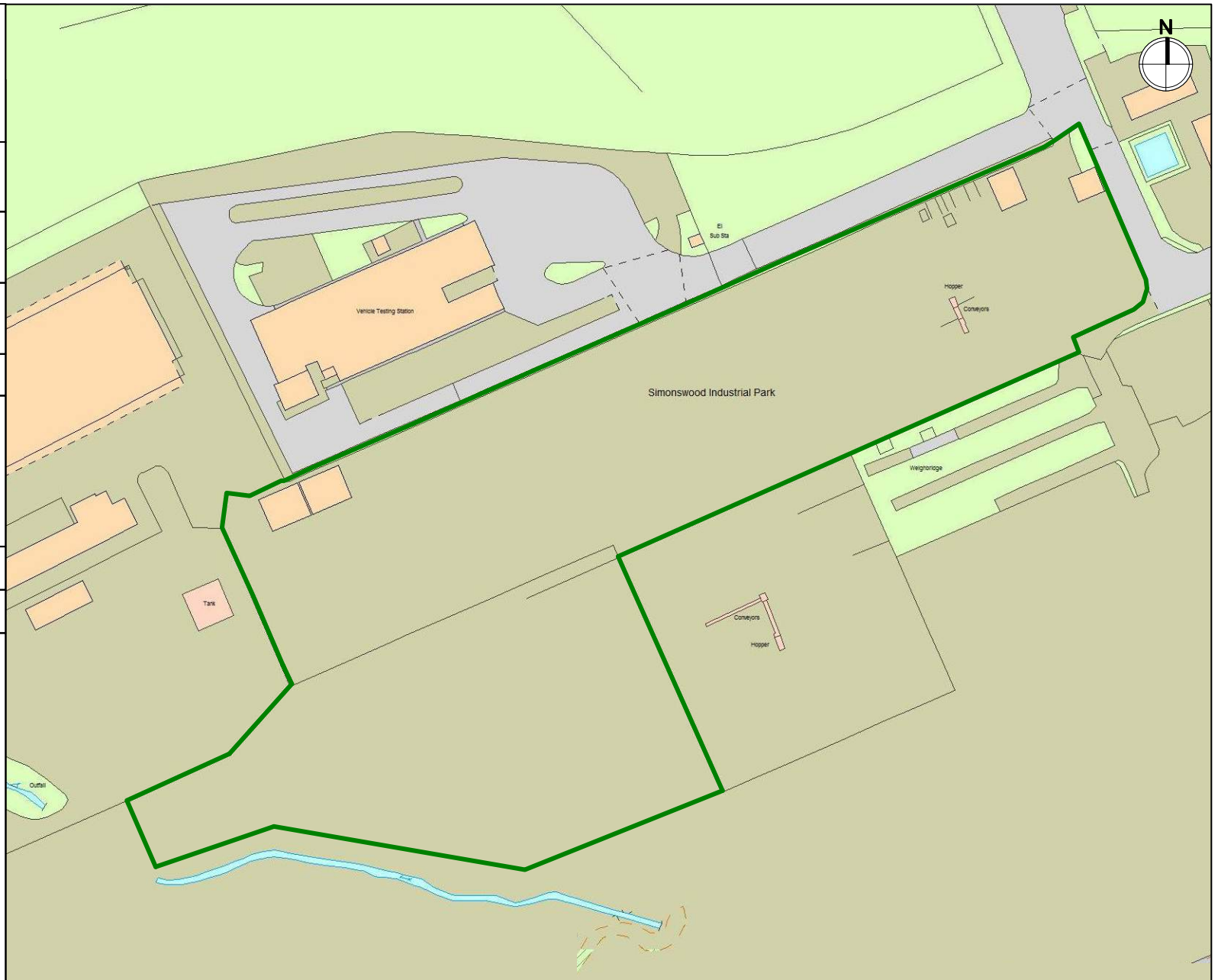


**Westbury
Environmental Ltd**

Providing solutions. ensuring compliance

Agriculture House,
Southwater Way,
Telford,
TF3 4NR

T: 01952 879705
M: 07762 580839
E: info@westburyenv.co.uk
www.westburyenv.co.uk





Appendix 1

Evidence of Technically Competent Management



SCOTTISH
QUALIFICATIONS
AUTHORITY

22 June 2010

61332/09543

Craig Rixon
C/o Wamitab Caledonian Centre
58 Long Lane
Broughty Ferry
Dundee
DD5 1HH

SCN 105471351

Contact - Customer Contact Centre
Direct Line - 0845 279 1000
e-mail - customer@sqa.org.uk

Dear Candidate

I am pleased to enclose your Scottish Qualifications Certificate.

With this letter you will find an information leaflet that explains the main parts of the Certificate. There are also explanatory notes on the back of the Certificate itself. If you would like any further information, please call our Customer Contact Centre or e-mail us using the details at the top of this letter.

Please let me express my good wishes for your future. If you would like further information about SQA and our range of qualifications, please go to our website at www.sqa.org.uk.

Yours faithfully

Dr Janet Brown
Chief Executive

001217





SCOTTISH
QUALIFICATIONS
AUTHORITY

Craig Rixon

SCN: 105471351

Detailed record of attainment in June 2010

Code	Qualification	Grade	Date	Level	Credit
SVQ Units					
D9YT 04	Control Site Operations for the Treatment of Non-Hazardous Waste		06/2010		
DA0L 04	Control the Disposal of Outputs and Residues from Non-Hazardous Waste Treatment and Recovery Operations		06/2010		
DA11 04	Control the Movement, Sorting and Storage of Non-Hazardous Wastes		06/2010		
DA17 04	Control the Reception of Non-Hazardous Waste		06/2010		
DA1X 04	Ensure Protection of the Environment on Non-Hazardous Waste Treatment or Transfer Sites		06/2010		
D1V7 04	Monitor Procedures to Control Risks to Health and Safety		06/2010		

Dr Janet Brown
Chief Executive
Scottish Qualifications Authority

000219





SCOTTISH
QUALIFICATIONS
AUTHORITY

Craig Rixon

SCN: 105471351

Summary of attainment up to June 2010

Qualification	Grade	Date	Level
SVQ Units			
Control Site Operations for the Treatment of Non-Hazardous Waste		06/2010	
Control the Disposal of Outputs and Residues from Non-Hazardous Waste Treatment and Recovery Operations		06/2010	
Control the Movement, Sorting and Storage of Non-Hazardous Wastes		06/2010	
Control the Reception of Non-Hazardous Waste		06/2010	
Ensure Protection of the Environment on Non-Hazardous Waste Treatment or Transfer Sites		06/2010	
Monitor Procedures to Control Risks to Health and Safety		06/2010	

Dr Janet Brown
Chief Executive
Scottish Qualifications Authority

000218





Certificate No. CCC18373

Continuing Competence Certificate

This certificate confirms that

Craig Rixon

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 11/07/2018

TMNH Treatment - Non Hazardous Waste

Awarded: 11/07/2018

Expiry Date:
11/07/2020

Authorised

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

WAMITAB Chief Executive Officer

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

CIWM Chief Executive Officer



The Chartered Institution
of Wastes Management



00111493



Appendix 2

Environmental Risk Assessment



Environmental Risk Assessment

Data and Information				Judgement			Action (By Permitting)		
Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
Local human population – workers on adjacent sites on Simonswood Industrial Estate and nearby residents (closest residential dwelling is located approximately 400m west of the Site)	Releases of dusts and micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness	Air transport then inhalation	Low	Medium	Low	<p>It is considered that the increase in the annual throughput to 500,000 tonnes per year has the potential to increase dust emissions.</p> <p>Waste types are inert and non-hazardous and do not include dusts, powders or loose fibres and have a low potential to produce bioaerosols.</p> <p>Movement of waste has the potential to emit dust.</p> <p>There is potential for increased dust generation from permitted activities during prolonged dry periods.</p> <p>It is considered that due to the size of the dust particles, the majority of dust is likely to be</p>	<p>A number of mitigation measures are in effect to reduce the risk of dust nuisance. Vehicles entering and exiting the site are sheeted in order to reduce the likelihood of dust emissions. Strict waste acceptance procedures are also in place to ensure that excessively dusty loads are not accepted on Site. Water sprays are used to minimise dust emissions from the movement of the waste.</p> <p>The mitigation measures are considered to be appropriate to account for the potential impact from the increased annual waste throughput to 500,000 tonnes per year.</p>	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
							deposited within 50m of the source. The residential areas are more than 50m from the permit boundary and therefore are considered unlikely to be exposed to dust from the site. Other sites on the industrial estate are within 50m of the permit boundary.		
		Nuisance - dust on cars, clothing etc.	Air transport then deposition	Medium	Low	Medium	As above.	As above	Low
Local human population - workers on adjacent sites on Simonswood Industrial Estate and nearby residents and wildlife	Litter	Nuisance, loss of amenity and harm to human health	Air transport then deposition	Low	Medium	Low	Residential areas to the west may be sensitive to litter. Waste types have a low potential to produce litter.	Any litter found is collected and disposed of regularly to keep the Site tidy. Strict waste acceptance criteria are applied within the site's Environmental Management System (EMS) to ensure incoming loads of waste that have a high litter content are rejected.	Low
Local human population - workers on adjacent sites	Waste, litter and mud on local roads	Nuisance, loss of amenity,	Vehicles entering and leaving the site	Low	Medium	Low	Local residents often sensitive to waste, litter and mud on roads. Waste types have a low	Access roads are checked regularly and a road sweeper will be hired to clear local highways from waste, litter and mud as	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
on Simonswood Industrial Estate and nearby residents		road traffic accidents					potential to produce litter. It is considered that the increase in annual throughput to 500,000 tonnes per year is likely to increase the number of vehicle movements.	required. The mitigation measures are considered to be appropriate to account for the potential impact from the increase in annual throughput to 500,000 tonnes per year.	
	Odour	Nuisance, loss of amenity	Air transport then inhalation	Low	Low	Low	Local residents often sensitive to odour, however waste types have a low potential to give rise to odour.	Waste imported onto the Site will be checked to ensure that it does not contain malodorous materials.	Very low
	Noise and vibration	Nuisance, loss of amenity, loss of sleep	Noise through the air and vibration through the ground	Low	Medium	Medium	Local residents often sensitive to noise and vibration. Screening operations have the potential to produce noise and vibration. Vehicle movements also have the potential to produce noise and vibration. There is not a large population in close proximity to the site.	All plant and equipment will be maintained in accordance with the manufacturers' recommendations to minimise noise generation.	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
Local human population - workers on adjacent sites on Simonswood Industrial Estate and nearby residents	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity	Air transport and over land	Low	Medium	Low	Waste types are unlikely to attract scavenging animals and birds but may become breeding / nesting sites.	Implementation of strict waste acceptance procedures will ensure that materials that could attract scavenging animals are not accepted on to the site. Housekeeping will minimise the risk from scavenging animals.	Very low
	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Low	Medium	Low	Waste types are unlikely to attract pests. The waste types are not putrescible.	As above.	Very low
Local human population - workers on adjacent sites on Simonswood Industrial Estate and nearby residents and local environment	Flooding of site	If waste is washed off site it may contaminate buildings / gardens / natural habitats	Flood waters	Low	Low	Low	Waste types are inert so any waste washed off Site will add to the volume of the local post-flood clean-up workload, rather than the hazard. It is not considered likely that the Site would flood, due to the Site not being located within a flood risk area.	All liquids shall be provided with secondary containment.	Very low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
Local human population and / or livestock after gaining unauthorised access to waste operation	All on-site hazards: wastes, machinery and vehicles	Bodily injury	Direct physical contact	Medium	Low	Low	Waste types are inert therefore a low magnitude of risk is estimated.	The site is constantly manned during operational hours. Inspections are carried out to ensure that the plant on the Site is sufficiently maintained, in order to reduce malfunction and accidents. Records are kept of any accidents / incidents on the site to identify any issues.	Low
Local human population - workers on adjacent sites on Simonswood Industrial Estate and nearby residents and local environment	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to the local population. Injury to staff, firefighters or arsonists / vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches	Low	Low	Low	Waste types do not include any flammable materials so a low magnitude of risk is estimated.	Site security measures are in place to help prevent acts of vandalism and arson.	Very low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
Local human population - workers on adjacent sites on Simonswood Industrial Estate and nearby residents and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to the local population. Injury to staff or firefighters. Pollution of water or land.	As above.	Low	Low	Low	Waste types do not include any flammable materials so a low magnitude of risk is estimated. Permitted activities do not include the burning of waste.	The EMS contains procedures and forms relating to accidents and incidents on the Site and what actions to take should one occur.	Very low
All surface waters close to the site – the closest watercourse is located approximately 10m south of the Site	Spillage of liquids, leachate from waste, contaminated run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms.	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Medium	Low	Low	No point source emissions to water are present. There is a waterbody located within 10m of the Site.	All liquids shall be provided with secondary containment. Wastes from potentially contaminated sites require analysis. Strict waste acceptance procedures ensure that no contaminated waste will enter the site.	Low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
All surface waters close to the site – the closest watercourse is located approximately 10m south of the Site	As above	Chronic effects: deterioration of water quality	Direct run-off from site across ground surface, via surface water drains, ditches etc. Indirect run-off via the soil layer.	Low	Low	Low	Waste types are inert and non-hazardous, so harm is likely to be temporary and reversible.	As above.	Very low
Groundwater – The Site is located in a Zone 3 Groundwater Source Protection Zone.	As above.	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil / groundwater then extraction at borehole.	Low	Low	Low	The Site is located within a Zone 3 Groundwater Source Protection Zone.	Waste acceptance procedures implemented on the site ensure that no contaminated waste types are accepted onto the site. Implementation of the EMS will ensure that no substances contaminate the groundwater at the site.	Very low
Local human population	Contaminated waters used for recreational purpose	Harm to human health, skin damage or gastrointestinal illness	Direct contact or ingestion.	Low	Medium	Low	Unlikely to occur but might restrict recreational use.	Emissions of substances, such as dust, will be minimised by the implementation of procedures within the EMS.	Very low



Receptor	Source	Harm	Pathway	Probability of Exposure	Consequence	Magnitude of Risk	Justification for Magnitude	Risk Management	Residual Risk
Protected sites – there are a number of areas of protected deciduous woodland within 1km of the Site.	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Any	Low	Low	Low	There are areas of protected deciduous woodland located approximately 350m to the southeast, 470m to the southwest, 760m to the northwest and 910m north of the Site.	Implementation of the Site's EMS should not cause harm to nearby protected woodland. It is considered that the management of potential hazards would result in a low residual risk to the deciduous woodland.	Very low



Appendix 3

Appendix 3 Waste Acceptance Procedure

Procedure No. 2.1 Waste Acceptance V.2 July 2019

Purpose: To ensure that all waste accepted for treatment is acceptable under the conditions of the Environmental Permit for recycling.

	RESPONSIBLE PERSON	RECORD
<u>Environmental Permit & Waste Codes</u>		
1. The Environmental Permit contains the list of waste types that are permitted to be accepted at the site. A table containing the codes and descriptions of waste types that are permitted on this site is included at the end of this procedure, see <u>Table 1 Permitted Waste Types</u> .	All	<u>Table 1 Permitted Waste Types</u>
This list of waste types should be consulted if you are unsure whether a load can be accepted, alternatively the Site Manager should be consulted.		
2. If the waste code on the WTN is not listed in the Environmental Permit / Table 1 in this procedure, the load must be rejected in accordance with the <u>Waste Rejection Procedure</u> .	Site Operative	<u>Procedure No. 2.2 Waste Rejection</u> <u>Table 1 Permitted Waste Types</u>
3. The maximum amount of waste which can be brought onto the site each year for recycling shall not exceed 500,000 tonnes as stated in the Environmental Permit.	Site Manager	
4. The total amount of waste stored on the Site at any one time shall not exceed 250,000 tonnes as stated in the Environmental Permit.	Site Manager	
<u>Waste Pre-Acceptance</u>		
5. Following a customer enquiry, the operator will follow the steps in the ' <u>Pre-Acceptance Flowchart</u> ' to determine if the waste is acceptable. In any case, the operator may choose to not accept waste which has the potential to be contaminated.	Site Manager / Director	<u>Pre-Acceptance Flowchart</u>
6. Waste Information is requested from the supplier of the waste, such information could include Site Investigation reports or testing results. This information is reviewed to assess if the waste is acceptable or not.	Site Manager / Director	<u>Form No. 2.1a Waste Information</u>
7. All associated Waste Information records will be kept along with Waste Transfer Notes in a secure location. These records will be maintained for a minimum of two years.	Site Manager	<u>Form No. 2.1a Waste Information</u>
<u>Collection of a Load</u>		
8. A driver arriving at a site to collect waste will: <ul style="list-style-type: none"> • Ensure that the waste type is acceptable as per instructed. • Ensure a Waste Transfer Note is issued with the load and that the description matches the load. 	Site Operative	
9. If a driver collecting a load suspects that the description on the WTN is not accurate then the Site Manager will be contacted. The description on the WTN may be changed as a result of discussions & agreement.	Site Operative	

All Vehicles on Site

- | | | |
|---|---|--|
| <p>10. All vehicles used to import and export the waste must be registered as waste carriers and a copy of their certificate should be held on file in the site office. A regular check should be carried out to ensure that registrations are still in date, and where they are found not to be, a copy of the new registration should be obtained immediately.</p> | <p>Site Operative</p> | |
| <p><u>Acceptance of Waste onto the Site</u></p> | | |
| <p>11. The driver will provide a WTN to the site operative, who will complete the section relating to transfer of waste, unless a season WTN has been provided. The site operative will then return the WTN to the driver, keeping a copy of the WTN for his own records. A WTN will be generated if one is not provided by the driver.</p> | <p>Site Operative</p> | |
| <p>12. A Waste Transfer Note for every load is obtained from the driver and the Waste Transfer Note is checked to ensure it contains the following:</p> <ul style="list-style-type: none"> • Vehicle registration and driver's name and signature. • Waste haulier name and valid waste carriers registration number. • Name, address (of source site) and signature of the transferor. • Name, address (of destination site) and signature of the person receiving the waste (transferee). • Permit number or exemption reference of person receiving the waste (if applicable). • Description of waste including; waste type, waste source, waste containment and waste quantity. • List of Waste (LoW) code. • SIC Code of the waste holder using SIC Codes (2007). • Date and time of waste transfer and waste transfer note number. • Confirmation that the Waste Hierarchy has been considered. | <p>Site Operative</p> | <p>Waste Transfer Note</p> |
| <p>13. Loads will be checked at the Weighbridge to ensure that the load matches the description on the WTN and that the correct waste type has been used to categorise the load. Acceptable waste types are detailed in the Environmental Permit and in <u>Table 1</u> below.</p> | <p>Site Operative</p> | <p><u>Table 1 Permitted Waste Types</u></p> |
| <p>14. Loads not accompanied by a WTN or that do not match the description on the WTN will be rejected in accordance with the Waste Rejection Procedure once the Site Manager has been informed.</p> | <p>Site Operative</p> | <p><u>Procedure No. 2.2 Waste Rejection</u></p> |
| <p>15. Every load is visually inspected prior to being off loaded.</p> <p>If there is any doubt about the waste type delivered, then a message is relayed to the Site Manager.</p> | <p>Site Operative</p> | <p><u>Table 1 Permitted Waste Types</u></p> |
| <p>16. After checking the load and the associated paperwork the vehicle is directed to the offloading area for inspection and stockpiling. A Site Operative will inspect tipped loads.</p> | | <p>Site Layout Plan
Drawing Ref.
17/016c 002</p> |
| <p>17. If there is a discrepancy with the load or its paperwork then the Site Manager shall be informed immediately. If the load is not acceptable under the Environmental Permit then, if possible it should be re-loaded onto the vehicle and rejected from site in accordance with the <u>Waste Rejection Procedure</u>.</p> | <p>Site Operative

Weighbridge Operator</p> | <p><u>Procedure No. 2.2 Waste Rejection</u></p> |

18. If it is impossible to load a rejected load back onto the delivering vehicle the load will be put into the quarantine area. Waste will be rejected from the Site in accordance with the Waste Rejection Procedure. Site Operative Weighbridge Operator Procedure No. 2.2 Waste Rejection

Compliance Testing

19. Compliance Testing is undertaken on samples taken from the waste that has been delivered to the Site. This sampling and testing is carried out on a regular basis to confirm that the correct classification has been provided for the incoming waste. Site Operative

20. Samples will be sent to a testing facility. Site Operative

21. If the waste is found to be unacceptable it will be quarantined and removed from the site in accordance with the Waste Rejection Procedure. Procedure No. 2.2 Waste Rejection

Records

22. A record is kept of all vehicles delivering waste to the site, along with the type, quantity and source of waste delivered.

23. Waste Transfer Notes will be appropriately stored for a minimum of two years.

24. Information from the Waste Transfer Notes will be used to provide the necessary data to complete the Waste Return as required by the Environment Agency. Procedure No. 7.1 Waste Returns

Consequences

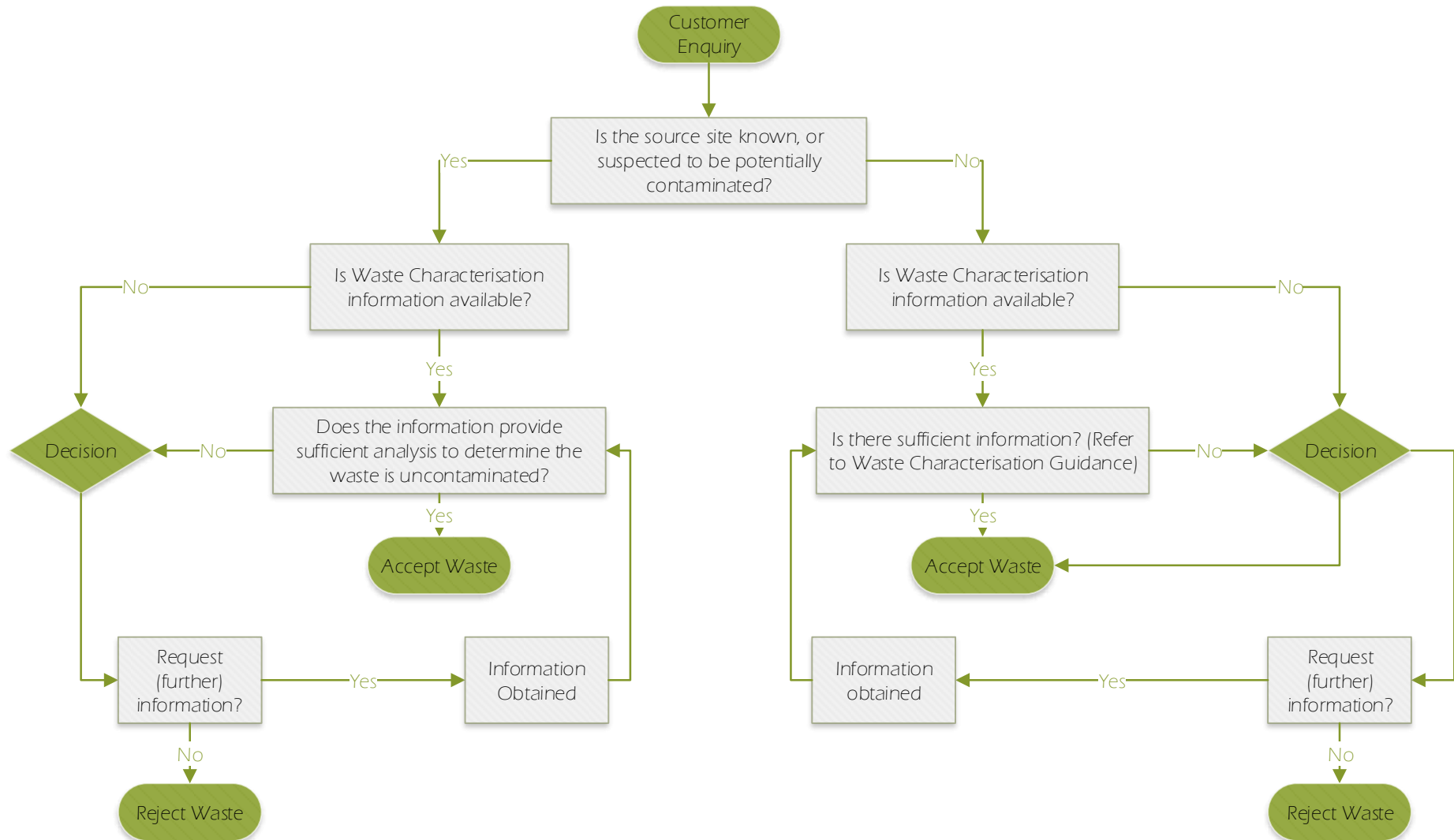
25. The consequence of not following this procedure may result in unsuitable waste being accepted on to the Site. This may constitute a breach in the conditions of the Environmental Permit, in addition to causing potential contamination of the Site.

Table 1 Permitted Waste Types

Table 2.3 Waste types	
Exclusions	
<p>Wastes having any of the following characteristics shall not be accepted:</p> <ul style="list-style-type: none"> • Consisting solely or mainly of dusts, powders or loose fibres • Hazardous wastes • Wastes in liquid form 	
Waste Code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
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
02 02	waste from preparation and processing of meat, fish and other foods of animal origin
02 02 02	shellfish shells from which the soft tissue or flesh has been removed only
03	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 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
10	WASTES FROM THERMAL PROCESSES
10 01	waste from power stations and other combustion plants
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
10 11	wastes from manufacture of glass and glass products
10 11 12	clean glass other than those mentioned in 10 11 11
10 12	wastes from manufacture of ceramic goods, brick, stiles 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 products and articles and products made from them
10 13 14	waste concrete only
15	WASTE PACKAGING
15 01	packaging
15 01 07	clean glass only
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	clean glass only

17 03	bituminous mixtures, coal tar and tarred products
17 03 02	road base and road planings (other than those containing coal tar) only
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 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
17 08	gypsum based construction material
17 08 02	gypsum only other than that mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	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 WASTE
19 05	wastes from aerobic treatment of solid waste
19 05 03	compost from source segregated biodegradable waste only
19 08	wastes from waste water treatment plants not otherwise specified
19 08 02	washed sewage grit (waste from desanding) free from sewage contamination only
19 08 99	stone filter media if free from sewage contamination only
19 09	wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	sludges from water clarification
19 12	wastes from the mechanical treatment of wastes
19 12 05	clean glass only
19 12 09	minerals (for example sand, stones)
19 12 12	treated bottom ash including IBA and slag other than that containing dangerous substances only
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	sludges from soil remediation other than those mentioned in 19 13 03
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions
20 01 02	clean glass only
20 02	garden and park wastes
20 02 02	soil and stones

Pre-Acceptance Flowchart





Appendix 4

Appendix 4 Waste Rejection Procedure

Purpose: To ensure non-compliant waste is rejected and that records of rejected loads are kept.

	RESPONSIBLE PERSON	RECORD
<u>Reasons for Rejection</u>		
1. A waste may be non-conforming and rejected from the Site for the following reasons: <ul style="list-style-type: none"> • Delivery vehicle is unsuitable for site operations / conditions. • The waste is not acceptable at the site under the Environmental Permit. • There is a prohibited waste within the load. • The load is not accompanied by the correct documentation. • The waste does not match the description on the accompanying documentation. • The waste is unsuitable for treatment. • The waste contains putrescible waste. <p>The list is not exhaustive, if you are unsure speak to the Site Manager.</p>	Site Manager	Waste Transfer Notes
2. If a waste is identified as being unacceptable at the site entrance or at the point of offloading the Site Manager is contacted and a <u>Waste Rejection Form</u> is issued to the driver.	Site Manager	<u>Form No. 2.2a</u> <u>Waste Rejection</u>
3. The driver of the load is informed of the loads rejection. The driver will be informed of the reasons for this and requested to leave the Site.	Site Manager	
4. If the load is being rejected because the description of the waste on the transfer note is incorrect, the driver may be given the opportunity to correct the mistake so long as the waste is acceptable at the Site.		
5. In the event of a rejected load the Environment Agency may be contacted by telephone and / or email with details of the rejected load. These details should include information relating to the nature and quantity of waste involved, the time and date, the name and address of the waste producer, the registration number of the vehicle delivering the waste and the name and address of the vehicle driver and haulage contractor.	Site Manager	
6. If the load is not safe to be sent back onto the road, then the vehicle is kept in the Quarantine Area until appropriate arrangements can be for its removal.		Site Layout Plan Drawing Ref. 17/016c 002
<u>Waste Rejected after Offloading of the Vehicle</u>		
7. If appropriate, a rejected load should be reloaded onto the delivery vehicle.		
8. If waste cannot be reloaded onto the delivery vehicle, the waste will be stored in the quarantine area. The customer will be contacted, arrangements to remove the quarantined waste will be made and a copy of the rejection form containing reasons for the rejection will be supplied.		Site Layout Plan Drawing Ref. 17/016c 002 <u>Form No. 2.2a</u> <u>Waste Rejection</u>

9. If arrangements for the customer to remove the waste cannot be made, Windmill Services Limited will make these arrangements themselves. Waste material in the quarantine area will be exported off Site by a licensed waste carrier to an appropriately licensed facility. If necessary, Windmill Services Limited will contact the EA regarding the rejection of the waste. Site Manager
10. Waste will be stored for a maximum of 48 hours in the quarantine area. Site Manager
11. Details of any unauthorised waste and its subsequent removal from Site is recorded and retained on Site. Site Manager Form No. 2.2a
Waste Rejection

Customer / Haulier:		Producer (if different):	
Contact:		Contact:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Transfer Note No:		Date:	
Vehicle Registration:		Time:	
Carriers Certificate:		Drivers Name:	
Reason for Rejection:			
Actions Taken:			
You MUST inform the Site Manager or other member of management before taking any further action.			
Manager Informed:			
Destination for Waste:			
Transfer Note No:		Date:	
Vehicle Registration:		Time:	
Carriers Certificate:		Drivers Name:	
Hazardous:	Yes / No	Consignment Note No:	
Signed		Date	
Name		Position	



Appendix 5

Appendix 5 Waste Storage and Handling Procedure

Purpose: To ensure that waste is stored and handled securely and prevented from escape.

	RESPONSIBLE PERSON	RECORD
<u>Storage of Waste</u>		
1. The Environmental Permit limits the operations on site in terms of amount of waste: <ul style="list-style-type: none"> • Up to 500,000 tonnes of waste to be accepted on to the site per year for the purpose of recycling. • Up to 250,000 tonnes of waste to be stored on site at any one time in relation to the Environmental Permit. 	Site Operative	
2. All construction / demolition waste shall be stored within the permit boundary on hardstanding, as shown on Permit Boundary Plan.	Site Manager	Permit Boundary Plan Drawing Ref. 17/016b 001
3. Containers are available on Site to store contravening waste e.g. glass, metal and plastic, generated from the handpicking of incoming construction / demolition waste.		Site Layout Plan Drawing Ref. 17/016c 002
4. The Site Layout Plan Drawing shows the location of the waste treatment area and storage areas within the Site. A soil bund is located along the southern boundary of the Site and fencing along the other boundaries of the Site, which will act to prevent waste from escaping the permit boundary.		
5. Stockpiles will be managed in accordance with the Stockpile Plan at the end of this procedure. This includes information on maximum storage times, maximum tonnages and maximum stockpile heights and sizes.	Site Manager	<u>Stockpile Plan</u>
6. The Site Manager will consider access and egress of emergency service vehicles when planning the position and location of stockpiles / bays.	Site Manager	
7. Care is taken to ensure the stockpiles do not block drainage paths. Any drains should remain blocked, to ensure that there are no point source discharges from the Site.	Site Manager	
8. Waste that is accepted on the Site will be inspected as it is offloaded to ensure that it contains no contravening waste which has the potential to cause land contamination.	Site Operative	
9. After processing in mobile plant, waste falls into a pile at the bottom of the conveyer. After a period of time this pile builds up, it is removed as necessary with the loading shovel and stockpiled elsewhere.	Site Operative	
10. In dry weather conditions stockpiles are dampened down as necessary to reduce airborne dust emissions. More information on how and when this should be carried out is provided in the <u>Dust, Fibres & Particulates Procedure</u> .	Site Manager	<u>Procedure No. 4.1 Dust, Fibres and Particulates</u>

- | | | |
|--|----------------|---|
| 11. Stockpiles are actively managed to ensure they do not exceed the stated limits within the Stockpile Plan. Waste stockpile sizes are inspected on a monthly basis using the <u>Inspection Checklist</u> . | Site Operative | <u>Form No. 3.3a
Inspection
Checklists</u> |
| <u>Management of Waste</u> | | |
| 12. Responsibility for the control and management of waste on Site is delegated to a suitably trained operator. | Site Manager | |
| 13. Waste storage areas are inspected regularly as part of the Site inspection regime. | All | <u>Procedure No. 3.3
Maintenance</u>

<u>Form No. 3.3a
Inspection
Checklist</u> |
| 14. Any damage or signs of pests, etc. are reported to the Site Manager immediately and action to be taken to rectify the problem as soon as possible. | All | <u>Procedure No. 3.4
Housekeeping,
Litter, Pest &
Vermin Control</u> |

Stockpile Plan

Material	Maximum Storage Time	Maximum stockpile height	Maximum stockpile size	Maximum capacity	Notes
Incoming waste	3 years.	12 metres	10,000 m ³	Limited by overall tonnage permitted on site (250,000 tonnes).	Waste will be stored within permit boundary.
Soils	3 years or requirements of BS3882:2016.		10,000 m ³	Limited by overall tonnage permitted on site (250,000 tonnes).	As above. Stockpiles will be separated to avoid cross contamination.
Aggregate products	Timeframe specified in WRAP Manual.		No limit, not defined as a waste.	No limit, not defined as a waste.	Stockpiles will be separated to avoid cross contamination.



Appendix 6

Appendix 6 Recycling Operations Procedure

Purpose: To control, operate and manage waste activities in accordance with the Environmental Permit for recycling.

	RESPONSIBLE PERSON	RECORD
1. This procedure should be read in conjunction with <u>Flowchart for Construction and Demolition Waste</u> on the following page.		<u>Flowchart for Construction and Demolition Waste</u>
2. All waste deemed acceptable is imported onto the site in accordance with the <u>Waste Acceptance Procedure</u> .		<u>Procedure No. 2.1 Waste Acceptance</u>
3. Compliance testing will be undertaken for waste loads in accordance with the <u>Waste Acceptance Procedure</u> .	Site Operative	<u>Procedure No. 2.1 Waste Acceptance</u>
4. If a waste is non-conforming it must be rejected in accordance with <u>Procedure No. 2.2 Waste Rejection</u> .		<u>Procedure No. 2.2 Waste Rejection</u>
5. Incoming waste will be stockpiled on the Site, as appropriate for its treatment.	Site Operative	
6. Contravening waste types including; plastics, glass and metal are hand-picked from the stockpiled waste. These waste types are stored within skips / containers on the Site prior to being sent off site to a suitably licensed facility.	Site Operative	
7. Wastes are stockpiled according to their type and required treatment process.	Site Operative	<u>Procedure No. 2.3 Waste Storage and Handling</u>
8. Materials may be screened for initial separation according to particle size. A secondary screen may be necessary to reach the desired product specification. Soils within the waste are removed during this process.	Site Operative	
9. Aggregate materials are treated within a crusher to reduce particle size.	Site Operative	
10. Further screening may be undertaken to ensure product specifications are achieved.		
11. Products that meet the required specification are stored within bays according to its type, in accordance with the WRAP Quality Manual.	Site Operative	EMS, Appendix A Supporting Documentation, A.5 WRAP Quality Manual <u>Procedure No. 2.3 Waste Storage and Handling</u>
12. The condition of aggregate products is inspected on a regular basis to ensure that stockpiles of material are not degrading. Inspections will be recorded on the WRAP Process Control Record.		<u>Form No. 3.7a WRAP Process Control</u>

- | | | |
|--|----------------|---|
| 13. Customers purchasing Recycled Aggregate are provided with specific WRAP Delivery Documentation in accordance with the WRAP Manual. | Site Operative | <u>Form No. 3.7b
WRAP Delivery
Documentation</u> |
| | | EMS, Appendix A
Supporting
Documentation,
A.5 WRAP
Quality Manual |
| 14. Soil from the treatment process will be stored separately. | Site Operative | <u>Procedure No. 3.9
Manufactured
Soils</u> |

Flowchart for Construction / Demolition Waste

