



Permit Variation Application

Six Acres Recycling Facility
Six Acres, Stone Road
Hockering
Norwich
NR20 3PZ



PROVIDING SOLUTIONS, ENSURING COMPLIANCE

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Document Control Table

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1. Introduction

- 1.1. Westbury Environmental Limited have been instructed to prepare this Environmental Permit Variation Application on behalf of Norfolk Recycling Limited (the Operator).
- 1.2. The application seeks to vary the existing Environmental Permit Ref. EPR/DB3603UA (the Permit) at Six Acres Recycling Facility, Six Acres, Stone Road, Hockering, Norwich, NR20 3PZ. The purpose of the permit variation is to extend the permit boundary to provide a greater operational area.
- 1.3. The current Site is defined as the area indicated by the solid green line boundary in Drawing No. 13/006ao/001 Permit Boundary with Extension; the proposed area to be extended is indicated by the outline comprised of green dashes within the same drawing. Drawing 13/006ao/001 Permit Boundary Plan indicates the complete area for the purpose of the variation – with the original permitted area and the extended area consolidated as one.
- 1.4. There is no change to the type of waste activities being carried out on Site or the quantity of waste being processed.
- 1.5. It is considered that this permit variation application will comprise a normal variation in accordance with the Environmental Permitting Charges Guidance (April 2022).
- 1.6. The relevant Environment Agency forms (Part A, Part C2, Part C4, Part F1) and supporting information are included within this Environmental Permit application report.

Background

- 1.7. The original permit was granted in February 2016 for the storage and treatment of waste to produce soils, soil substitutes and aggregates. A varied permit was later issued in January 2018 for a change of Registered Office.
- 1.8. In July 2018 the permit was varied to add waste codes, increase tonnages and add waste washing operations.



2. Site location and setting

- 2.1. The existing permitted area is approximately 3.10ha and the proposed extension area will be approximately 2.9ha. The total area will be approximately 6ha.
- 2.2. The proposed extension area is agricultural land to the north-east of the permit boundary and does not bring Site operations into closer proximity to sensitive receptors. See Appendix 3 Environmental Risk Assessment.



3. Site management

- 3.1. The Site is operated in accordance with a written Environmental Management System. This will be amended to include for the extension of the permit boundary.
- 3.2. The proposed extension area will have impermeable pad with sealed drainage or hardstanding surfacing on which to store and treat waste.



4. Environmental management system summary

Environmental Management System (EMS)

- 4.1. Norfolk Recycling Limited operate the permitted activities on Site under an EMS.
- 4.2. A hard copy of the EMS is kept on Site at all times.
- 4.3. The EMS folder includes a copy of the Environmental Permit along with the following sections:
 - Environmental Management System Report
 - Site Condition Report
 - Environmental Impacts and Controls Assessment
 - Environmental Accident Management Plan
 - Flood Management Plan
 - WRAP Quality Manual
 - Surface Water Management Plan
 - Dust Management Plan
 - Contingency Plan
 - Climate Change Risk Assessment
 - Residues Management Plan
 - Plant Decommissioning Plan
 - Environmental Risk Assessment

Procedures and Forms

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

Implementation

- Environmental Training, Awareness and Competence
- Compliance with Legal requirements
- Staff Organogram

Operational Control

- Housekeeping, litter, pests and vermin
- Noise Control
- Waste storage and Handling
- Site Security
- Reporting and Investigation of Accidents, Incidents and Complaints
- Dust, Fibres and Particulates
- Maintenance



Waste Acceptance and Rejection

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

Environmental Protection

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

Emergency Provisions

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

Reporting

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

Drawings

The drawings included in the EMS include:

- Site Boundary Plan showing the Site boundaries.
- Site Layout plan.
- Site Sensitive Receptors Plan.
- Surface Water Management Plan.

Technical Competence Management

- 4.5. Simon Lewis and Kerry Monk are the Technically Competent Managers for the Site. See table below for more information:

First Name	Simon	Kerry
Last Name	Lewis	Monk
Date of Birth	20/10/1966	June 1976
Phone	07886 673936	07785 720643
Email	simonlewis@norfolkrecycling.co.uk	kerrymonk@mphgroup.co.uk

- 4.6. Copies of the Original WAMITAB Certificate for Simon Lewis are included in Appendix 2.



5. Site condition

- 5.1. A Site Condition Report part 1 was prepared at the time of the original permit application. A further Site Condition Report Part 1 has been prepared from the additional area to be included in the permit. See Appendix 1 Site Condition Report.



6. Non-technical summary

- 6.1. This Environmental Permit variation application seeks to vary the existing Permit Ref. EPR/DB3603UA by increasing the permit boundary.
- 6.2. The objective of the proposed extension area is to enable the operator to carry out treatment and storage of waste on a greater area.
- 6.3. There are no other proposed changes to the or volumes of waste or the permitted activities being carried out on Site.



Drawings

Drawing No.13/006ao/001	Permit Boundary Plan with Extension
Drawing No.13/006ao/001	Permit Boundary Plan



Norfolk Recycling Ltd

Permit Boundary Plan with Extension

13006ao/001

Six Acres
Hockering
NR20 3PZ

Scale: 1:3,500

Date: 7th January 2025

Created by: SC
Checked by: TW



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

W www.westburymv.co.uk

Legend

-  Permit Boundary
-  Permit Extension



(C) OS Maps/ Google / BING Maps



Norfolk Recycling Ltd

Permit Boundary Plan

13006ao/001

Six Acres
Hockering
NR20 3PZ

Scale: 1:3,500

Date: 7th January 2025

Created by: SC
Checked by: TW



T 01952 879705 E info@westburyenv.co.uk

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

W www.westburyenv.co.uk

Legend

 Permit Boundary



(C) OS Maps/ Google / BING Maps



Application form

Part A

Application for an environmental permit

Part A – About you



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

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

Apply online for an environmental permit.

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

The form can be:

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

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

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

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

Contents

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

1 About you

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

An individual

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

An organisation of individuals (for example, a partnership)

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

A public body

- ☐ Now go to section 4

A registered company or other corporate body

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

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

3 Applications from an organisation of individuals or charity

3a Type of organisation

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

3b Details of the organisation or charity

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to question 3c or section 6

3c Details of charity

Full name of charity

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

3d Company registration number

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

3e Charity Commission number

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

Now go to section 6

4 Applications from public bodies

4a Type of public body

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

4b Name of the public body

4c Please give us the following details of the executive

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

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

Norfolk Recycling Limited

5b Company registration number

09663734

Date of registration (DD/MM/YYYY)

30/06/2015

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

Document reference

5 Applications from companies or corporate bodies, continued

5c Please give details of the directors

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

Document reference

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

Title (Mr, Mrs, Miss and so on)

Mr

First name

Mark

Last name

Monk

Title (Mr, Mrs, Miss and so on)

Ms

First name

Kerry

Last name

Monk

Now go to section 6

6 Your address

6a Your main (registered office) address

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

Contact name

Title (Mr, Mrs, Miss and so on)

Mr

First name

Mark

Last name

Monk

Address

Saxon House

Hellesdon Park Road

Norwich

Norfolk

Postcode

NR6 5DR

Contact numbers, including the area code

Phone

01603 882220

Fax

Mobile

07770 461509

Email

accounts@norfolkrecycling.co.uk

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

Document reference

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

Contact name

Title (Mr, Mrs, Miss and so on)

Mr

First name

Mark

Last name

Monk

Address

Six Acres Recycling Facility

Six Acres

Stone Road

Hockering, Norwich

Postcode

NR20 3PZ

6 Your address, continued

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

7a Who can we contact about your application?

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

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

Document reference of this separate sheet

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

Contact name

Title (Mr, Mrs, Miss and so on) 

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

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

Contact name

Title (Mr, Mrs, Miss and so on) 

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

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

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

As in question 7a ☐

As in question 7b ☒

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

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

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

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

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

9 Where to send your application

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

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

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

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

Or

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

Feedback

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

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

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

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

Would you like a reply to your feedback?

Yes please

☐

No thank you

☐

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£

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

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

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

An individual

☐ Now go to 2

An organisation of individuals (for example, a partnership)

☐ Now go to 3

A registered company or other corporate body

☐ Now go to 4

2 Applications from an individual

Please give us the following details

Name

Date of birth (DD/MM/YY)

3 Applications from an organisation of individuals or charity

Details of the organisation or charity

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

Name

Date of birth (DD/MM/YY)

Document reference

4 Applications from companies or corporate bodies

Name of the company

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

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

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Document reference



Application form

Part 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 part of the application form.

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

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, give us the permit reference or details on a separate sheet. Tell us below the reference you have given this extra sheet.

Permit or document reference

n/a

1b Permit number

What is the permit number that this application relates to?

EPR/DB3603UA

1c Site details

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

Site name

Six Acres Recycling Facility

Address

Six Acres

Stone Road

Hockering

Norwich

Postcode

NR20 3PZ

2 About your proposed changes

2a Type of variation

What type of variation are you applying for?

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.

The proposed variation is to extend the permit boundary only.

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

2d Are you proposing to treat batteries?

No ☒

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

Document reference for the explanation

2e Ship recycling

2e1 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

2e2 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)

2 About your proposed changes, continued

Table 1 – Changes to existing activities

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.

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							
Six Acres Recycling			C&D Recycling				Application Report
Facility							

2 About your proposed changes, continued

2f Low impact installations (installations only)

2f1 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 notes on part C2 – Appendix 1)

Document reference

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

☐

3 Your ability as an operator

If you are applying to add waste installations or waste operations 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).

3a1 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

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YY)

Offence and penalty set

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

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

Document reference

Now go to question 3b

Please also complete the details in Appendix 2.

3b Technical ability

Specified waste management activities and waste operations only (see the guidance notes on part C1).

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

☐

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


3 Your ability as an operator, continued

- 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)	Mr 
First name	Simon
Last name	Lewis
Phone	
Mobile	07886 673936
Email	simonlewis@norfolkrecycling.co.uk

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. Continue on a separate sheet as required.

Permit number	Site address	Postcode
EPR/FB3500GJ	Ludham Recycling Centre, Land off A149, Fritton, Norfolk	NR29 5PT

Document reference

Now go to question 3c

Please also complete the details in Appendix 2.

3c Finances

Installations, waste operations and mining waste operations only (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 below, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed

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

3 Your ability as an operator, continued

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

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

Renewable bonds ☐

Cash deposits with the Environment Agency ☐

Other – provide comprehensive details ☐

Document reference

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

Document plan reference

Now go to question 3d

3d Management systems

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

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

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

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?

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/s

4 Consultation

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

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

4a A sewer managed by a sewerage undertaker?

No ☒

Yes ☐ Please name the sewerage undertaker

4b A harbour managed by a harbour authority?

No ☒

Yes ☐ Please name the harbour authority

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

No ☒

Yes ☐ Please name the fisheries committee

4 Consultation, continued

4d Is the installation on a site for which:

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

No ☒

Yes ☐

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

No ☒

Yes ☐

5 Supporting information

5a Provide a plan or plans for the site

See the guidance notes on part C2 for what needs to be marked on the plan.

Clearly mark the site boundary or discharge point, or both. Also include site drainage plans, site layout plans, and plant design drawings/process flow diagrams (as required). (See the guidance notes on part C2.)

Document reference/s of the plans

See Application Report

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/s

See Application Report

5c Provide a non-technical summary of your application

Document reference of the summary

See Application Report

5d Risk of fire from sites storing combustible waste

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

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

No ☒ Go to question 5f

Yes ☐ Go to question 5e

5e Will your variation increase the risk of a fire occurring or increase the environmental risk if a fire occurs?

See the guidance notes on part C2.

No ☐

Yes ☐ Provide a fire prevention plan. You need to highlight any changes you have made since your pre-application discussions

Document reference of the plan

5f 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 any additional risks the proposed changes or additions to your regulated facilities poses to the environment as part of your application to vary this permit. 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 for the assessment

See Application Report

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"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets G			
	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"/>	

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

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

Have you filled in the Relevant Offences question?

Yes ☐

No ☒

Have you filled in the Technical ability question?

Yes ☒

No ☐

2 Relevant Offences - date of birth information

Please give us the following details

Name

Date of birth (DD/MM/YY)

3 Technical ability - date of birth information

Name

Date of birth (DD/MM/YY)



Application form

Part C4

Application for an environmental permit

Part C4 – Varying a bespoke waste operation permit



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

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

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

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

The form can be:

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

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

Contents

- 1 What waste operations are you applying to vary?
 - 2 Point source emissions to air, water and land
 - 3 Operating techniques
 - 4 Monitoring
 - 5 How to contact us
- Appendix 1 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes
- Appendix 2 – Specific questions for inert waste landfill and deposit for recovery operations

1 What waste operations are you applying to vary?

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

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

Document reference

See Application Report

Types of waste accepted

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

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

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

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

1 By 'capacity', we mean:

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

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

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

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

Document reference

See Application Report

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

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

1c Deposit for recovery purposes (see the guidance notes on part C4)

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

No ☒ Go to section 2

Yes ☐

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

No ☐ Go to section 2

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

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

No ☐ Go to section 2

Yes ☐

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

No ☐

Yes ☐

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

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

Document reference

2 Point source emissions to air, water and land

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

Fill in one table for each waste facility.

Table 2 – Emissions

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

Supporting information

3 Operating techniques

3a Technical standards

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

You must justify your decisions in a separate document if:

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

This justification could include a reference to the Environmental Risk Assessment provided in part C2 of the application form.

Table 3a should summarise:

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

Table 3a – Technical standards

Fill in a separate table for each waste operation.

Waste operation		
Description of the waste operation Add extra rows if you need them	Appropriate measure (TGN reference)	Document reference (if appropriate)
No change to technical standards		

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

Document reference

See Application Report

3b General requirements

Fill in a separate table for each waste operation.

Table 3b – General requirements

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

3 Operating techniques, continued

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

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

3c Information for specific sectors

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

Table 3c – Questions for specific sectors

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

General information

4 Monitoring

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

You should also describe any environmental monitoring. Tell us:

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

Document reference n/a

4b Point source emissions to air only

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

Document reference of the assessment n/a

5 How to contact us

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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.

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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 2.

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

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

Document reference

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

Document reference

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

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

Document reference

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

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

Document reference

Yes ☐

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

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

Document reference

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

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

Document reference

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

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

Yes ☐ Document reference

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

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

Yes ☐ Document reference

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

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

Yes ☐ Document reference

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

6 Have you completed a monitoring plan for the site?

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

Yes ☐ Document reference

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

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

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

Document reference

Spreading waste to support plant growth

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

No ☐

Yes ☐

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

No ☐

Yes ☐ Go to question 8c

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

No ☐ Please explain why

Document reference

Yes ☐

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



Application form

Part F1

Application for an environmental permit Part F1 – Charges and declarations



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

Fill in this part for all applications for:

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

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

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

The form can be:

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

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

Contents

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

1 Working out charges

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

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

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

Table 1 – Type and number of facilities being applied for

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

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

Table 2 – General application charge (A)

Charge activity reference from the charging scheme tables	Charge activity description from the charging scheme tables	What are you applying for? For example, a new permit, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer	Amount
e.g. 1.17.3	e.g. Section 5.2 – landfill for hazardous waste	e.g. transfer application	e.g. £5,561
1.16.12	Section 1.16 waste treatment	Normal Variation	£3,965
Total A			£3,965

1 Working out charges, continued

Table 3 – Additional assessment charges (B)

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

Total charges

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

£3,965

2 Payment

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

Tick below to show how you have paid.

- ☐ Cheque
- ☐ Credit or debit card
- ☒ Electronic transfer (for example, BACS)

Cheques

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

2 Payment, continued

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

Credit/debit cards

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

☐ Call me to arrange payment by debit or credit card

Electronic transfer BACS

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

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

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

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

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

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

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

PSCAPPWASTENORFO001

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

Mark Monk(applicant)

Fee paid

£3,965

Date payment sent (DD/MM/YYYY)

09/01/2025

3 Privacy notice

The Environment Agency runs the environmental permit application service.

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

4 Confidentiality and national security

Confidentiality

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

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

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

☐ Please treat the specified information in my application as confidential

National security

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

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

You cannot apply for national security via this application.

Now fill in section 5

5 Declaration

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

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

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

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

5 Declaration, continued

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

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

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

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

- ☒ Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)
- ☒ I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)
- ☐ Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

Name

Title

Mr

First name

Mark

Last name

Monk

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

Norfolk Recycling Limited

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

Director

Today's date (DD/MM/YYYY)

09/01/2025

For transfers only – declaration for person receiving the permit

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

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

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

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

5 Declaration, continued

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

Name

Title

First name

Last name

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

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

Today's date (DD/MM/YYYY)

Now go to section 6

6 Application checklist

You must fill in this section.

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

You must do the following:

- ☐ Complete legibly all parts of the application form that are relevant to you and your activities
- ☐ Identify relevant supporting information in the form and send it with the application
- ☐ List all the documents you are sending in the table below.
- ☐ For new permit applications or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1
- ☐ Provide a supporting letter for any claim that information is confidential
- ☐ Get the declaration completed by a relevant person (not an agent)
- ☐ Send the correct fee

6 Application checklist, continued

Continue on an extra sheet if necessary.

Question reference	Document title	Document reference
Various		Application Report

Document reference

7 How to contact us

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

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

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

Email: enquiries@environment-agency.gov.uk

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

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

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

8 Where to send your application

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

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

For water discharges and groundwater activities by email to

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

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

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

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

Or by post to:

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

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

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

Feedback

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

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

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

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

Would you like a reply to your feedback?

☐ Yes please

☐ No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

☐ No

☐ Yes

Amount received (£)



Appendix 1
Site Condition Report



SITE CONDITION REPORT

1.0 SITE DETAILS	
Name of the applicant	Norfolk Recycling Limited
Activity address	Six Acres, Stone Road, Hockering, Norwich, NR20 3PZ
National grid reference	TG 08377 151139
Document reference and dates for Site Condition Report at permit application and surrender	Document Reference: Site Condition Report Extension 2025 The SCR is for the extension area of the permit applied for in Jan 2025.

Document references for site plans (including location and boundaries)	Permit Boundary Plan with Extension: 13/006ao 001
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2.0 Condition of the land at permit issue	
<p>Environmental setting including:</p> <ul style="list-style-type: none"> geology hydrogeology surface waters 	<ul style="list-style-type: none"> Information on the geology for the extension area is the same as reported in the SCR V2 2016 <p>Appendix 1: Envirocheck Report; Datasheets and Maps.</p> <p>Appendix 2: Geology; 1:50,000 Maps</p> <p>Relevant information gathered from the geological maps:</p> <ul style="list-style-type: none"> The superficial geology is Lowestoft formation. The bedrock is White Chalk subgroup <ul style="list-style-type: none"> Information on the hydrogeology for the extension area is the same as reported in the SCR V2 2016 <p>Appendix 3: Groundwater Maps</p> <p>Relevant information gathered from the maps:</p> <ul style="list-style-type: none"> The site is located on a Principal aquifer The site is located within a Zone 3 Total Catchment for Groundwater <p>Appendix 4: Site Sensitivity Map (Page 2 and Page 5)</p> <p>Relevant information gathered from the maps:</p> <ul style="list-style-type: none"> The site is not located within a Flood Plain.' There are no surface waters within 50m of the site boundary.



<p>Pollution history including:</p> <ul style="list-style-type: none">pollution incidents that may have affected land	<ul style="list-style-type: none">The pollution history of the extension area is the same as that reported in the Original SCR V2 2016.The operator has reported that there have been no pollution events within the extension area since 2016 (date of Landmark report on pollution history).Orig. SCR V2 2016 Appendix 4: Site Sensitivity Map (page 1) <p>Relevant information gathered from the maps:</p> <p><u>On Site:</u></p> <ul style="list-style-type: none">Integrated Pollution Prevention Control <p><u>Within a 250m radius of the Site boundary:</u></p> <ul style="list-style-type: none">Two BGS Recorded Mineral Sites.A Planning Hazardous Substance Consent.Local Authority Pollution Prevention and Control area.Two Integrated Pollution Prevention Control areas.Water abstraction point. <p>Soil Chemistry Maps are provided in Orig. SCR V2 2016 Appendix 5</p> <ul style="list-style-type: none">Orig. SCR V2 2016 Appendix 6: Historical Maps 1883-2015 <table><tr><th>Mapping Type</th><th>Source Scale</th><th>Date</th></tr><tr><td>Norfolk</td><td>1:10,560</td><td>1883</td></tr><tr><td>Norfolk</td><td>1:10,560</td><td>1907</td></tr><tr><td>Norfolk</td><td>1:10,560</td><td>1929</td></tr><tr><td>Norfolk</td><td>1:10,560</td><td>1951</td></tr><tr><td>Ordnance Survey Plan</td><td>1:10,000</td><td>1958</td></tr><tr><td>Ordnance Survey Plan</td><td>1:10,000</td><td>1982</td></tr><tr><td>10k Raster Mapping</td><td>1:10,000</td><td>2006</td></tr><tr><td>VectorMap Local</td><td>1:10,000</td><td>2015</td></tr></table> <p>The site was historically home to part of RAF Attlebridge throughout the second World War. The site contained Nissan shelters, huts and barracks.</p> <p>Since 2015 the area of the orig. Site has been operated as a waste treatment facility. The extension area occupies what was scrub land and an operational area used by MPH Limited.</p> <p>No visual / olfactory evidence suggests that there is existing contamination on the site.</p> <p>There is no infrastructure on site that is designed to prevent pollution.</p>	Mapping Type	Source Scale	Date	Norfolk	1:10,560	1883	Norfolk	1:10,560	1907	Norfolk	1:10,560	1929	Norfolk	1:10,560	1951	Ordnance Survey Plan	1:10,000	1958	Ordnance Survey Plan	1:10,000	1982	10k Raster Mapping	1:10,000	2006	VectorMap Local	1:10,000	2015
Mapping Type	Source Scale	Date																										
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Ordnance Survey Plan	1:10,000	1982																										
10k Raster Mapping	1:10,000	2006																										
VectorMap Local	1:10,000	2015																										
<ul style="list-style-type: none">historical land-uses and associated contaminantsany visual/olfactory evidence of existing contaminationevidence of damage to pollution prevention measures																												



Site Reconnaissance Report	
Access arrangements	The extension area is accessed via the two gated entrances off Stone Road and through the waste treatment facility/existing permitted area.
Site layout including presence and condition of above and below ground buildings/structures etc.	There are no below ground pollution control structures on the extension area. The Operator is currently using some of the extension area in relation to non-waste activities, including the storage of aggregates/plant and vehicles.
Evidence of disturbed land, discoloured soil or water, subsidence, above ground deposits etc.	No areas of discoloured soil or any other evidence of any contamination is evident on the site.
Vegetation type and signs of distress or absence where it might be expected	The surface of the site is largely made up of compacted hardstanding/concreted areas with sparse areas of vegetation growing through.
Significant odours from the land	No odours were detected from the site itself or the materials on the site.
Liquid discharges from the site	There were no direct water discharges from the site at the time of the site walkover.
Direction and flow of surface water run-off and presence of ponding	The site has no associated surface water run offs or drains.
Land uses in the vicinity of the site	Agricultural farmland lies along the Northwest and the Southwest of the boundary of the site. To the northwest is a commercial turkey farm.
Presence and condition of surface water features	There are no surface water features within 100m of the site's boundary.
Evidence of any accidental/uncontrolled releases at the site (previous or current)	No visual or other evidence of accidental/uncontrolled releases on Site.
Identify potential access constraints e.g. overhead cables, location of machinery, operations at the site.	No access constraints were identified during the site walk over
Evidence of historic contamination, for example, historical site investigation, assessment, remediation and verification reports (where available)	No records of historical site investigations, reports or remediation were available for the area of this site.
Baseline soil and groundwater reference data	No Site investigation has been carried out to determine baseline soil and groundwater reference data for the extension area.

3.0 Permitted activities	
Permitted activities	Permitted activities carried out on this site will include: <ul style="list-style-type: none"> The treatment of waste to produce soil, soil substitutes and aggregates.
Non-permitted activities undertaken	Workshop and offices on site



<p>Document references for:</p> <ul style="list-style-type: none">• Plan showing activity layout.• Environmental Risk Assessment	<ul style="list-style-type: none">• Drawings: Permit Boundary Plan with extension Drawing Number 13/006ao.• Environmental Risk Assessment within the permit variation application 2025.
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Appendix 2

TCM Certification



Certificate No. OCC4020

Operator Competence Certificate

Qualification Title:

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

This Certificate is awarded to

Simon Lewis

Awarded: 16/07/2013

Authorised

WAMITAB Chief Executive Officer

CIWM Chief Executive Officer



**The Chartered Institution
of Wastes Management**

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



00049433



National Vocational Qualification

Qualification Title:

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

Qualification Accreditation Number:

10026563

This Certificate is awarded to

Simon Lewis

Awarded: 16/07/2013
Authorised

Serial No:20818/4TSH/1

Chris James
Chief Executive Officer, WAMITAB

Ray Burberry
Qualifications Manager, WAMITAB

Regulated by

Ofqual

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



**Llywodraeth Cymru
Welsh Government**

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



00049436



Qualification Title:

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

Qualification Accreditation Number:

10026563

Units gained by Simon Lewis

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

Serial No: 20818/11/1



00049434



CIWM

Continuing Competence Certificate

This certificate confirms that

Simon Lewis

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 10/09/2024

TSH	Transfer - Hazardous Waste
TMH	Treatment - Hazardous Waste

Expiry Date:
10/09/2026

Verification date: 04/09/2024

Authorised:

Responsible Officer

Learner ID: 20818

Certificate No.: 5261929

Date of Issue: 10/09/2024

CIWM Chief Executive Officer



The Chartered Institution
of Wastes Management



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



Appendix 3

Environmental Risk Assessment

(This will be provided.)