



Fire Prevention Plan

Norwich Waste Transfer Station

Date: January 2024

Version: 3.0

Version History

Revision Number	Date of Issue	Status	Reason for revision
1.0	March 2022	Approved	Permit Application
2.0	September 2023		Update including shredder & baler
3.0	January 2024		Variation application to Bespoke permit

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1. Process Overview

The Norwich Transfer Station is designed to accept up to 150,000 tonnes per year of non-hazardous waste primarily of commercial and industrial origin for recovery or disposal (up to 50 tonnes per day) elsewhere, along with baling of card. The site is designed to produce baled Refuse Derived Fuel (RDF) or transfer waste without treatment, or a combination of the two activities.

The plan provided at section 18 shows the general arrangement for the site.

With The exception of baled and wrapped RDF all waste will be loaded, unloaded, stored and treated within the enclosed transfer building with fast acting doors located on an impermeable concrete base connected to a sealed drainage system. Baled RDF will be stored either inside the building or in the external dedicated bay.

Input wastes will consist of residual wastes, food, glass and other mixed or single stream recyclates such as card, and will be deposited in one of 5 bays within the transfer building, waste will be transferred or treated on a first in first out basis in order to reduce the potential for heat build up and odour emissions.

2. Detailed Process Stages

2.1 Waste Inputs

The procedures applicable to waste flow at the site are:

- Transfer Station Operational Control Procedure;
- Load Check Inspection Form;
- Hourly Site inspection Form;
- Daily Site Inspection Form;

Waste will be processed in an efficient manner to ensure prompt turnaround to reduce any possible emissions to air and / or heat build-up.

Waste will normally be processed in the order delivered, unless wastes have been delivered with a higher odour potential which need to be processed first. The shovel operator will manage the input bays so that waste can be treated on a first in first out basis.

Any incorrectly declared deliveries will be quarantined immediately and dealt with in line with local procedures and guidance as detailed in the permit and management system.

Pre-acceptance and waste acceptance procedures are in place for all waste accepted at the site to ensure that incompatible or reactive wastes are not accepted at the site.

In the event that a hot load is detected during acceptance, although each incident will be event specific and the site management/fire marshal shall be responsible for managing the situation the primary options are to direct the load to the quarantine area or if already deposited to isolate the waste from other waste if possible. In the event that the waste had already been deposited the fire suppression system would be activated. In all events the emergency management plan would be enacted and the fire service called.

2.2 Storage & Loading

The 7 bays range in capacity from 120m³ to 450m³ of. All bays will be constructed of 120 minute fire retardant concrete to prevent the spread of fire and enable any fire to be isolated quickly. There will be a 1m freeboard both laterally and vertically.

The nature of the waste streams transferred do not suffer adversely from seasonal variations and therefore a consistent input and output is obtained throughout the year.

Under normal operating conditions the waste will be stored typically up to 5 days but no longer than 2 weeks prior to being transferred off site.

3 Managing Common Causes of Fires

3.1 Arson

The permitted area will be securely fenced around its entire perimeter with 2.0 to 2.1m weld mesh type fencing, along with bespoke lockable gates across the site entrance. In addition the site has manned CCTV coverage with complete out of hours coverage provided by a specialist security company.

3.2 Plant & Equipment

All vehicles, plant and equipment will be maintained in accordance with manufacturer's recommendations.

The site, including all plant and equipment will be subject to a recorded daily check to confirm there is no build-up of loose combustible waste, dust and fluff. Daily checks are recorded for the site as a whole and all vehicles.

A daily check sheet is completed for all static and mobile plant. If an issue is identified then a defect sheet is completed, passed onto the maintenance team, recorded on line in the electronic management system. Once appropriate repairs are completed the defect sheet is signed off and filed in the relevant plant folder.

Unused plant, plant maintenance will be kept away from combustible waste during operational hours, this will be outside of the building. During non-operational hours the mobile plant will be stored outside the building at least 6m from combustible waste.

All electrical installations repairs and maintenance will be carried out by suitably qualified electricians certified to NICEIC.

Portable appliance testing is carried out annually and fixed electrical systems are checked every 3 years.

3.3 Smoking Policy & Procedures

Veolia operates a Smoke Free Policy and has Smoke Free Procedures in place for the Colchester Waste Transfer Station facility.

The designated smoking area is located at the southern end of the car park.

3.4 Hot Works & Ignition Sources

Hot works will be carried out when required by external contractors and will be subject to a job specific risk assessment and fire watch requirements. There won't be any gas cylinders stored on site.

Site operatives will be on continuous fire watch throughout operational hours and will be trained in the signs of self-heating and fire by means of tool-box talks and other methods as needed. Specific fire watch inspections will be made 3 times per day with one of the inspections included as part of the site shutdown/closure procedure at the end of each shift. All of the fire watches will include the inspection of hot exhausts and engine parts.

There will be no naked flames, space heaters, furnaces, incinerators, space-ships or other sources of ignition within 6m of any combustible waste.

A fuel storage tank is located to the west of the transfer station building and is not located in close proximity to any other buildings or structures. The locations of the tanks are shown on drawing VES_TD_NORW_400_016 Fire Protection Plan.

ELV's will not be accepted at the site.

3.5 Cleaning Regime

Daily site inspections will be carried out for the build-up of loose combustible waste, dust and fluff. Any areas identified by the inspection will be cleaned as soon as reasonably practicable. The inspections will be carried out by the site operatives. In addition to daily checks for dust and fluff, the site will be fitted with dust suppression systems around the key operational areas to prevent the build-up of airborne dust. The dust suppression system will be subject to servicing and maintenance in line with the manufacturer's recommendations. A maintenance contract will be set up when the site is operational. All plant will be cleaned down of dust, fluff and loose material at the end of each working day, or sooner if required, and identified by the fire watch inspections throughout the day. All plant is maintained and serviced in line with manufacturer recommendations. All plant inspected on a daily basis and records of checks and defect reporting will be recorded. Alternative plant will be hired at short notice should it be required.

3.6 Quarantine Area

Two quarantine areas are located in the middle of the yard as shown on drawing VES_TD_NORW_400_016 Fire Prevention Plan, and is capable of containing half the largest stockpile of waste (225m³ waste). The quarantine areas have in excess of 6m of permanently clear area all around for ease of access for fire control. The quarantine area is located on impermeable paving and would be isolated from the site drainage system using a penstock valve which would be closed in the event that the quarantine area is used.

4 Preventing Self Combustion

4.1 Stock Rotation & Storage Times

4.1.1 Normal Operations

Under normal operating conditions the waste will be stored for no longer than 5 days prior to being transferred off site, with the exception of glass that could be up to 4 weeks. In order to minimise risk of heat build up and odour generation.

In practice the waste is expected to be transferred off site within 24 hours, with the exception of glass.

4.2 Temperature Control & Monitoring

Due to the rapid turnaround of waste, detailed in section 3.1 and stock rotation procedures described in section 1.1 it is not considered necessary to measure the temperature of the waste as heat build-up will be highly unlikely given the short timescales. Waste piles will be visually monitored throughout the working day for signs of heat build up or combustion.

5 Waste Piles

Within the building, waste will be stored in defined bays, storage heights limited to a maximum of 4m high. The arrangement, volume and positions of the proposed bays is as shown in the table and drawing VES_TD_NORW_400_016 Fire Prevention Plan.

There will be a minimum of 1m freeboard both vertically and laterally on all bays.

Bays 1-5 will be used for a combination of residual and dry mixed recyclates. Bay 2 will be used for glass to act as an additional fire break between bays 1 and 3.

Bay 6 is used for storage of shredded and baled residual waste.

External bay 7 is used for storage of baled and wrapped RDF only.

Bay	Waste Type	Width (m)	Max Depth ^{**} (m)	Height (m)	Max. bay capacity	Max operating capacity with freeboard
Bay 1	Residual waste or recyclates	6.7	21	4	490m ³	320m ³
Bay 2	Glass	4.5	12.8	3.5	195m ³	120m ³
Bay 3	Residual waste or recyclates	5.7	13.6	4	285m ³	200m ³
Bay 4	Residual waste or recyclates	10	13.6	4	600m ³	450m ³
Bay 5	Residual waste or recyclates	10.6	13.6	4	600m ³	450m ³
Bay 6	Bale storage	7.1	13.8	3.6	350m ³	275m ³
Bay 7	Bale storage	10.0	12.5	4	500m ³	315m ^{3*}

^{**} Depth of some bays varies left to right, max depth is the greater of the two.

Operating capacity is max capacity minus lateral freeboard.

*Bax bale storage is 3 bales at 1.1m each bale.

6 Preventing Fire Spreading

6.1 Separation Distances

All waste piles are 6m from any other waste pile, site perimeter, other buildings or other combustible or flammable materials, unless separated by 2 hour retardant fire walls.

6.2 Fire Walls & Bays

The perimeter pushwalls and internal bay division walls have all been designed to provide a minimum of 120 mins fire resistance, as shown on drawing VES_TD_NORW_400_016 Fire Prevention Plan.

7 Quarantine Area

As described in section 2.6 and shown on drawing VES_TD_NORW_400_016 Fire Prevention Plan.

8 Fire Detection

Regular visual Inspections of waste streams for signs of smoke and/or temperature checks will be carried out as follows.

All loads arriving at the site will be visually inspected as they arrive. Non-conforming loads will be recorded with the load inspection sheet.

The Transfer building will be fitted with a Triple IR flame and heat detecting system or similar which offers enhanced performance compared to traditional aspirating smoke detection systems.

The fire detection system will be fitted with a 'Redcare' type system connected to an external monitoring service. The detection system will be designed, installed and maintained in accordance with a UKAS accredited scheme, details of the accreditation will be available on site and on request following completion of construction. The maintenance of the system will be covered by a maintenance contract covering maintenance as per manufacturer's recommendations and a UKAS accredited scheme.

The interior and exterior of the building will also be fitted with CCTV coverage with out of hours monitoring.

In the event of a fire being detected, site management would be contacted and would attend the site. A rota system will be in place ensuring that the out of hours monitoring service will always have a minimum of two contacts available on a 24/7 basis 365 days a year. Operatives would also be available out of hours in the event of the need for plant and machinery to be used to assist the Fire Service.

Emergency contact procedures and contact details are contained within section 16.

9 Fire Suppression

A fire suppression system covering the Transfer Station building will be provided. The fire suppression system will be a dry pipe system in accordance with NFPA 13. A pumped hydrant c/w pressure reducing valve will be provided in the pumphouse which is capable of delivering a minimum of 950l/min, in addition to the main sprinkler demand. Upon opening the hydrant, the pressure drop will actuate the pumps, allowing water to be fed from the fire tank.

Based on a stockpile size of 450m³, the fire system is equipped with a tank capable of holding 540m³ water and will provide in excess of 6.66l/min per m³ of waste for a minimum of 3 hours, the fire tank is also fitted with a direct hydrant coupling allowing the fire service to extract water using their own pumps.

The fire suppression system is fully automatic, The fire suppression system is designed, installed and maintenance is covered by UKAS accreditation, details will be available on site and on request following completion of construction.

Fire extinguishers will also be located in various locations within the Transfer Station building and around the site to manage small fires that may arise as a result of the operation; in the case of a large fire the evacuation plan will be put in place to exit the site and allow the fire services to intervene. As a minimum fire extinguishers will be located at the site entrance/exits.

10 Fire fighting

In the event of a fire taking place within the permitted area, the most effective fire strategy would be to extinguish any fire as soon as possible and therefore a 'Controlled burn' would not be a favourable option.

The on-site resources available for firefighting include but are not limited to fire extinguishers, hoses, fire suppression system, wheeled loading shovel and trained fire marshals. However, it should be noted that, with the exception of the fire suppression system, the use of these resources prior to the arrival of the Fire Service will be very limited by Health and Safety procedures. The primary use of fire extinguishers is to facilitate the escape of personnel in the event of a fire, they may also be used to quickly extinguish very small/localised fires. The on site loading shovel will be utilised to move non-burning waste away from risk of catching fire and into the quarantine area, this would normally only be carried out under the supervision of the fire service. The primary resource for fire suppression or extinguishing will be the automatic fire suppression system, followed by the attendance of the Fire Service.

In addition to on-site resources, Veolia as a large waste management company has the resources, including financial, to deal with a fire related incident and the subsequent aftermath such as contingency arrangements and fire water management.

All Veolia controlled vehicles using the site will be fitted with appropriate fire extinguishers.

Norfolk Fire Service is located at North Earlham NR5 8BQ and is only 4.4 miles from the site, 1 minutes at normal driving speed. The station is a wholetime station manned with 4 watches 24/7/365.

11 Water Supplies

Based on a stockpile size of 450m³, the system provides in excess of 6.66l/min per m³ for a minimum of 3 hours, the fire tank capable of holding 540m³ water is also fitted with a direct hydrant coupling allowing the fire service to extract water using their own pumps.

12 Fire Water Management

In the event of a fire within the building and the activation of the fire suppression system, the penstock valves to the foul and surface water drainage systems would be closed.

540m³ of fire water storage is provided via a combination of below ground storage and the pipe network as shown on drawing 2105-579_002H DRAINAGE LAYOUT_CONST_ASBUILT.

13 Amenity Issues

The facility is located in an industrial estate within a industrial/commercial and parkland area with the following key receptors:

- Nearest residential area 400m south between the A1074 and A47, with other residential area 900m NW.
- The River Tud runs 800m north of the site.
- Costessey golf course and Costessey Country Park dominate the area to the north of the site.
- Our Lady & Saint Walston Church is 900 m NW.
- Royal Norfolk Showground and a park and ride are to the SW
- A Superstore lies 200m to the west and an ambulance station 600m west.

Key receptors within 1km of the permit boundary have been identified and are shown on the 1km receptor drawing no. VES_TD_NORW_400_018 which can be seen in Section 18.

There are no bedrock aquifers within 1km beneath the site.

14 Contingency Measures

In the event of a fire to ensure effective waste removal and protection of the environment, and in the event of a closure of the intended outlet for the material treated on the site, the following contingency delivery points will be utilised according to tonnage requirements and availability;

Third Party Treatment and Disposal Facilities:

FCC Longwater Business Park, Costessey, NR NR5 OTL

FCC Green Lane, Mill Drove, Blackborough End, Kings Lynn PE32 1SN

To ensure effective control of incoming waste in the event of a breakdown and/or non-availability at the facility, the following contingency delivery points are available, to ensure the protection of the environment;

Third Party Treatment and Disposal Facilities:

FCC Longwater Business Park, Costessey, NR NR5 OTL

FCC Green Lane, Mill Drove, Blackborough End, Kings Lynn PE32 1SN

In the event that the fire suppression system is activated fire water will be retained via a combination of below ground storage and the pipe network as shown on drawing 2105-579_002H DRAINAGE LAYOUT_CONST_ ASBUILT. prior to off site disposal via road tanker. Veolia operates an extensive fleet of waste water tankers with a 24 hour call out availability.

Following the extinguishing of a fire and only when the site is cleared of all fire damaged wastes, fire water and the infrastructure repaired, checked and drainage systems cleaned and reinstated will the site be in a position to re-open. Prior to re-opening the local Environment Agency officer will be contacted and evidence provided to demonstrate the site is fit for purpose.

15 Fire Drills

A fire drill will be carried out every 6 months, following each drill an assessment is undertaken and any lessons learned will be implemented. The fire alarm system will be functionally tested every week. A number of the site staff will be specifically trained and appointed as Fire Marshalls.

The fire drill will vary on each occasion and cannot be prescribed in advance. The precise nature of the drill will be decided by the fire marshal and operational management based on factors such as perceived risk, incidents at other facilities, experience of staff,

consultation with H&S advisers etc. The drills will generally be focused around the FPP and Emergency Plan.

16 Emergency Management Contacts

Name	Position	Level	Emergency Responder	Deputy	Deputy Position
Chris Okenyi 07990 772130	Head of Commercial Operations	3	Yes	Dean Moore 07979244363	General Manager
Geoff Coleman 07876478155	Area Manager		Yes	Terrie Consterdine 07901850095	Business Manager
Terry Consterdine 07901850095	Business Manager		Yes	Steve Mortimer	Service Manager
Steve Mortimer	Service manager		Yes	TBC	TBC

17 Management System

Scope and Structure

All the activities undertaken as part of the Company's business are carried out in a controlled and legal manner, to ensure safety in operations, prevent damage and adverse environmental impacts. The management system structure allows us to meet and exceed the expectations of our customers and stakeholders, including regulatory authorities.

Veolia operates under an integrated management system that defines the business procedures, formulated to assist in meeting business objectives across the entire scope of Veolia's activities. The system is externally certified to ISO:14001 and therefore is subject to both internal and external audits to ensure compliance and to promote continual improvement. The Management System is an electronic platform, allowing widespread access across the business. The structure of the Management System revolves around Veolia Minimum Requirements and their associated toolkits, which are activity specific documents setting the minimum standards for Veolia locations that cover holistic risk.

In addition, there may be site specific procedures and working instructions which are maintained at site level, which can include matrices that demonstrate implementation of the management system.

All business representatives within Veolia work closely together to ensure that the information reflects a standardised and coordinated Veolia approach to the way we do business. Documents are regularly reviewed and communicated to employees and stakeholders.

Veolia is externally certificated to ISO 9001, ISO 14001, ISO 45001 and ISO 22301 by Lloyds Register who routinely audit a sample of sites to check compliance and adherence to the standards.

Certification details

Standard	Certification Number	Date of issue	Expiry Date
ISO 14001:2015 ISO 9001:2015 ISO 45001:2018 ISO 50001:2011 ISO 22301:2012	10209767	31st July 2019	31st March 2024

Environmental Aspects and Impacts

Veolia has a documented procedure to identify the operation's activities carried out on site, evaluate environmental aspects and impacts, and manage and minimise these where possible. Normal and abnormal operating conditions are considered, as well as direct and indirect aspects, incidents, potential emergency situations, and past, current and planned activities. Sites are required to review this annually or after any significant operational changes and amend accordingly.

Objectives and Targets

Procedures are in place for the management, identification and review of objectives and targets. Sites are responsible for ensuring that specific targets are set, which both drive continual improvement on a site basis and contribute to overall strategic objectives.

Training and Competence

Veolia has a dedicated people development department that offers a wide range of training across the business, including Environmental Awareness and Environmental Permitting courses to enable managers and supervisors to responsibly manage sites in line with company procedures and legal requirements. COTC courses and refreshers are also offered to ensure technically competency standards are maintained. Further site based training is offered in the form of environmental updates examples include spill response, EWC codes and Hazardous waste changes.

All new staff are subject to a company induction which provides them with the tools to carry out their roles in a safe and competent manner

Reporting

Veolia uses AVA to monitor the environmental performance of sites and contracts. AVA enables trends to be identified and the appropriate action to be taken to mitigate and minimise environment related issues.

AVA is an internet based reporting system. This web-based tool allows all environmental accidents, incidents and near-misses to be reported by any user. There is also a function that allows for the reporting of any communication from an enforcing authority such as the Environment Agency including CAR reports. The system assigns an accountable person to take actions, in order to ensure continual improvement and appropriate controls are put in place.

Annual reporting is completed using our company wide global report, which contributes to the tracking and monitoring of our environmental and operational attributes.

Legislation

Veolia regularly reviews current legislation with industry groups, trade associations (ESA, CIA, and CIWM), regulatory bodies and internal staff to ensure that we are abreast of and implement appropriately any new legislative requirements that would affect our operations and our clients. This enables the review of new legislation, raising awareness and coordinating responses on draft legislation and consultations.

Veolia subscribes to CEDREC and Pegasus, a specialist organisation who translate complex laws into plain English for England, Wales, Scotland and Northern Ireland, providing expert relevant information that covers both Health & Safety and Environmental legislation. CEDREC's team of expert legal authors are able to provide a combination of legal expertise and practical experience thus offering a succinct overview of any relevant piece of legislation.

On an annual basis, permitted sites will undertake permit audits to ensure full compliance to the conditions thereof. In addition, all locations will undertake an Other Legal Requirements audit to ensure that legislative requirements are met.

Auditing

The Head of Assurance has the overall responsibilities for the auditing programme across Veolia, in order to ensure that all parts of the management system, quality, health and safety and environment are evaluated in terms of their adequacy and effectiveness and its compliance with legislation and regulatory requirements. The frequency is determined based on the level of risk, operation complexity, incidents and previous audit findings. All sites are audited in a three year period and all procedures are covered in that period. Each year the head of assurance determines and agrees with the external certification body the program of surveillance audits.

Audit reports and associated tasks are logged onto our audit database (AVA) and notified to the relevant managers with a timescale for closure. Evidence is required from the site managers for these tasks to be closed out by the auditor in a timely manner. Audit findings are analysed by Managers in order to detect and eliminate potential causes of non-conformances and thus prevent recurrence, wherever possible.

Analysis of the audit findings are included in the agenda for each Site Management Review. All audit findings that have an impact on the integrity of the Management System are included in the agenda of the Corporate Management Review. All managers must implement any changes to local procedures or other documents found to be necessary as a result of audit findings.

Veolia sites are also subject to external audits from our certification body, Veolia's parent company, Regulators (e.g. HSE and Environment Agency) and customers.

18 Drawings

Fire Prevention Plan:

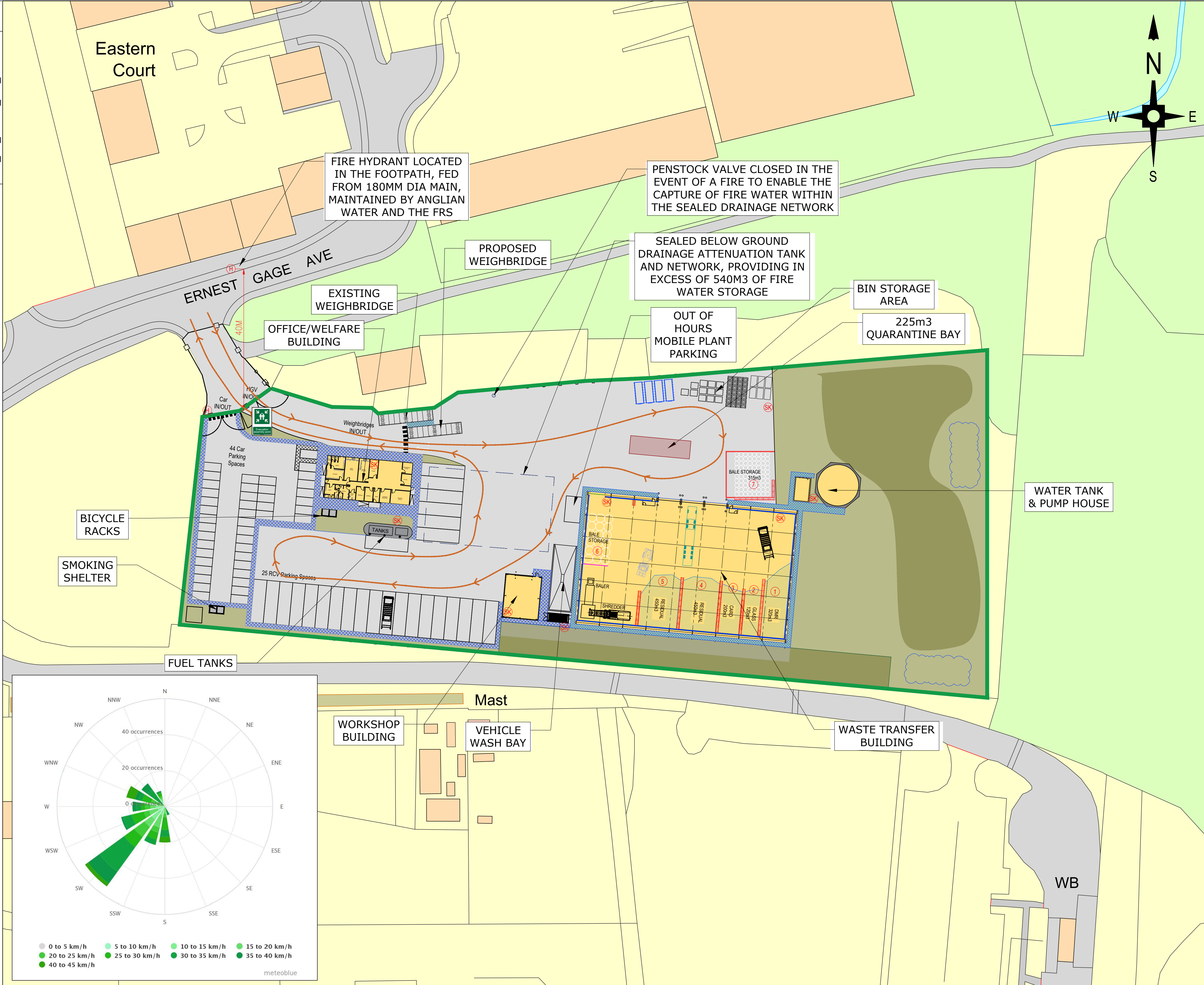
VES_TD_NORW_400_016 Fire Prevention Plan

Key Receptor Dwg

VES_TD_NORW_400_018

Drainage & Fire Water Containment

2105-579_002N Drainage Layout_Const_Asbuilt Anotated



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LEGEND:

- PERMIT BOUNDARY
- SAFE PEDESTRIAN ROUTE
- EMERGENCY VEHICLE ROUTES
- EVACUATION ASSEMBLY POINT
- HYDRANT/PUMP LOCATIONS
- CONCRETE PUSHWALLS (MODULAR) (2HR FIRE RATING)
- CONCRETE PUSHWALLS (2 HR FIRE RATED)
- SPILL KITS
- IMPERMEABLE SURFACES
- PERMEABLE SURFACES
- 2.4M WELDMESH FENCING

Rev	Description of revision	Drawn	Chkd	App	Date

VEOLIA

Technical Direction,
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Tel: 0207 812 5185

Project: **NORWICH WTS/DEPOT**

Title: **PROPOSED FIRE PROTECTION PLAN**

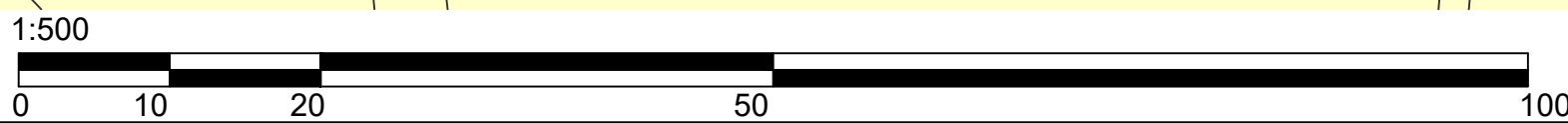
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Checked				
Approved				

Job No.: NORW

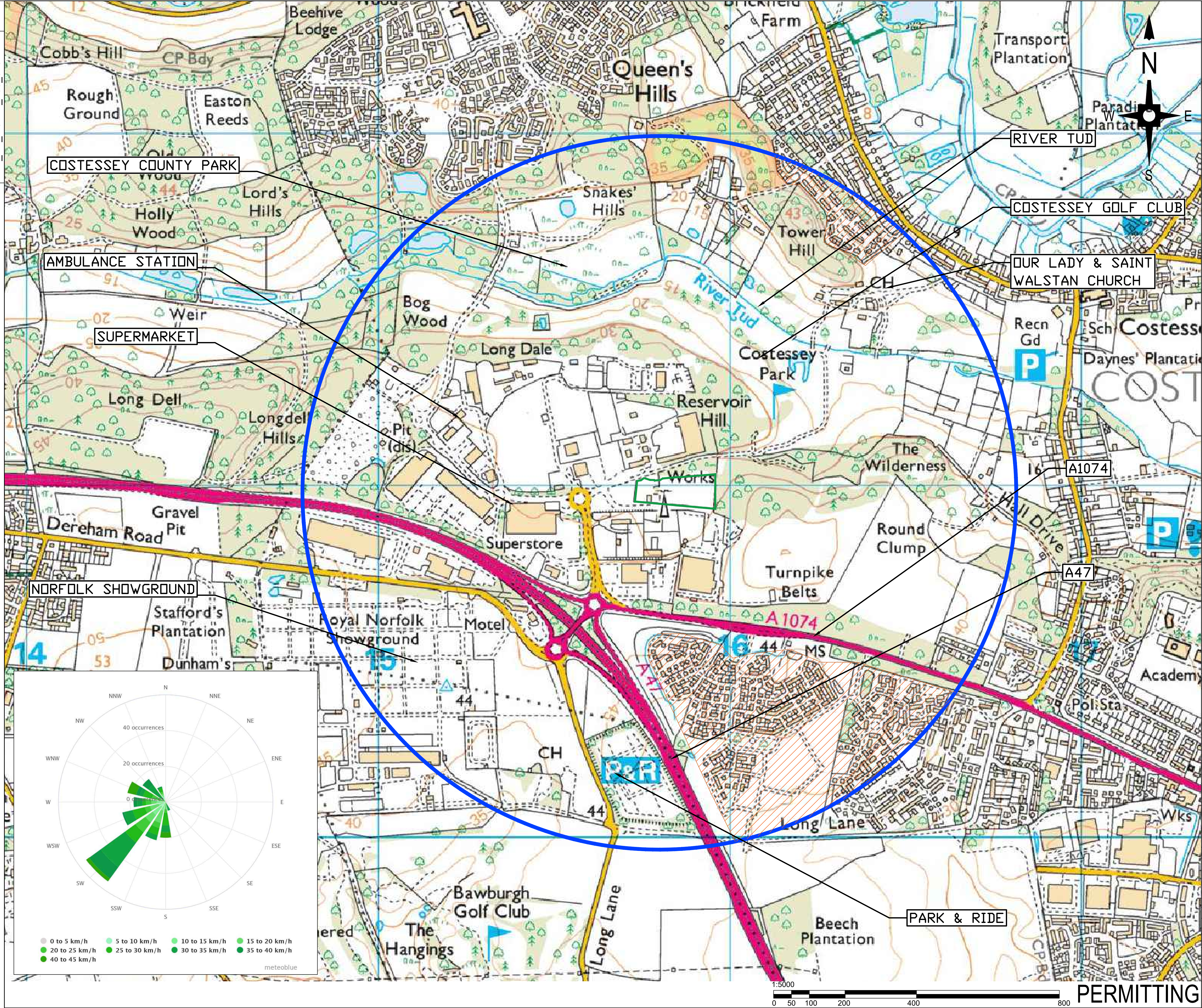
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Revision: C

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PERMITTING



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— PERMIT BOUNDARY
— 1KM RADIUS FROM SITE
▨ RESIDENTIAL AREA

Rev	Description of revision	Drawn	Chkd	App	Date

VEOLIA

Technical Direction,
8th Floor, 210 Pentonville Road, London. N1 9JY
Tel: 0207 812 5185

Project

NORWICH WTS/DEPOT

Title

KEY RECEPTOR PLAN

Drawn	Initials	Date	Scale	Sheet size
	RB	07.10.21	1:5000@A1	A1

Checked

Approved

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Job No.

NORW

Drawing No.

VES_TD_NORW_400_018

Revision

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