



Non-Technical Summary
Sawtry Way, Wyton
Shred and Recycle Ltd.

Document Reference: 389/1--NTS-R1.1



Minerals
Waste
Environment

The Mineral Planning Group Ltd.
The Rowan Suite, Oakdene House,
Cottingley Business Park, Bingley,
West Yorkshire BD16 1PE

01274 884599/884699
headoffice@mpgyorks.co.uk

www.mpgyorks.co.uk

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Site / Project: Sawtry Way, Wyton
Client: Shred and Recycle Ltd.

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1.1	FINAL	30/01/2023

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Checked by: JMS
Approved by: JMS

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SECTION 1: Non-Technical Summary

1.1. Introduction

1.1.1. *The Mineral Planning Group Ltd.* (MPG) have been commissioned by *Shred & Recycle Ltd.* to produce an application for a Bespoke Permit to the Environment Agency (EA) for the cutting, shredding, and treatment of AstroTurf¹ at Sawtry Way, Wyton, Cambridgeshire, PE28 2DX (grid reference: TL 27496 74285).

1.1.2. This Non-Technical Summary provides an overview of the application and its supporting documents.

1.1.3. The Bespoke Permit application includes the following:

- Non-Technical Summary (NTS)
- Waste Acceptance Procedures (WAP)
- Environmental Risk Assessment (ERA)
- Environmental Management System (EMS) Summary
- Site Condition Report (SCR)
- Fire Prevention Plan (FPP)
- Supporting Plans
- Application Forms

1.2. Site Description

1.2.1. The Site is located to the southwest of the B1090 (Sawtry Way) and is currently an AstroTurf recycling facility covering an area of approximately 1.2ha. Operations at the site includes the shredding, cutting, and screening of AstroTurf, as well as the bagging and bailing of scrap fibres for reuse.

1.2.2. The proposed green line boundary is shown on Drawing ref: *389/1 – Site Plan-1*.

1.2.3. The Site is located approximately 1.8km northeast of Hartford and

¹ AstroTurf is a brand name; however, it is often used for all types of artificial turfs for sports facilities and will be used as such in this document, as it is in Environment Agency guidance.

approximately 4km northwest of St Ives town centre.

1.2.4. The Site is bounded to the:

- North by car dealerships which adjoin the B1090 (Sawtry Way) and a building to be used as the applicant's office at The Site boundary.
- South by agricultural fields.
- East by a Campervan showroom and garages. RAF Wyton is located on the opposite side of the B1090 (Sawtry Way).
- West by agricultural fields.

1.2.5. The Site is currently operating under the following exemptions:

- S1 – Storing waste in secure containers
- S2 – Storing waste in a secure place
- T12 – Manually treating waste
- T4 – Preparatory treatments (baling, sorting, shredding etc.)
- T5 – Screening and blending waste
- U8 – Using waste for specified purpose
- U9 – Using waste to manufacture finished goods

1.3. Operational Overview

1.3.1. The proposed Bespoke Permit seeks to continue the storing and treating of redundant athletics tracks, rubber shock pads and waste AstroTurf for reuse in compliance with Low-Risk Waste Position (LRWP) 35, albeit with a greater tonnage of material being processed.

1.3.2. The annual tonnage would be 10,000 tonnes.

1.3.3. The following waste code would be accepted at The Site: 17 09 04. No other waste codes would be accepted at The Site.

1.3.4. The approximate location of the AstroTurf recycling operation, and The Site's layout is shown in drawing ref: *389/1 – Site Plan -2*.

1.3.5. The working hours are proposed to be as follows:

08:00 to 15:00 Monday to Friday

08:00 to 16:00 Saturday

1.3.6. No work would be undertaken on Sundays, or bank holidays, when only emergency maintenance of plant and equipment would be carried out.

1.3.7. Once the waste material arrives at Site, the material would be stored and the AstroTurf shredded or reused, and any sand returned to a third-party for regrading. Some wastes may be manually cut, as well as mechanically processed (such as by shredding and screening) which would result in a variety of repurposed products for redistribution.

1.3.8. Waste would be graded and inspected prior to loading and transportation to The Site. The waste would arrive at The Site by HGV, then would be deposited in the waste stockpiling area. The waste would then be treated appropriately (depending on the final product being produced). Once treated, the materials will be considered a specified, saleable product, and would no longer constitute a waste. Different products would be separately stockpiled before being loaded to HGVs for onward delivery.

1.4. Operational Controls

1.4.1. The Site would operate under an Environmental Management System (EMS), which would be updated in-line with the Environment Agency's current guidance to reflect the changes to the operations at The Site.

1.4.2. The EMS will be strictly adhered to with Waste Acceptance Procedures, as detailed in Document ref: *389/1 -- WAP – R1.1*, being tightly controlled, and any appropriate measures identified as required to control potential impacts from the operations at The Site would be put in place.

1.4.3. In addition, the operator would carry out continual daily visual checks for non-conforming materials or contaminants.

1.4.4. The following products would be separated out as part of the recycling process:

- Sand (silver and gold)
- AstroTurf
- Synthetic bunker tiles
- Equestrian rubber surfaces
- Scrap fibres for the plastics industry

1.4.5. All of these materials are appropriately classified and removed from The Site to a suitably licensed facility or end user. All such materials would be stored in a separate stockpiling area prior to removal.



Waste Acceptance Procedure
Sawtry Way, Wyton
Shred and Recycle Ltd.

Document Reference: 389/1--WAP-R1.1



Minerals Waste Environment

The Mineral Planning Group Ltd.
The Rowan Suite, Oakdene House,
Cottingley Business Park, Bingley,
West Yorkshire BD16 1PE

01274 884599/884699
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SECTION 2: Waste Acceptance Procedures

2.1. Site Location

2.1.1. The Site is located south of Sawtry Way, Wyton, Cambridgeshire, PE28 2DX and is currently an AstroTurf recycling facility. The proposed green line boundary is shown on Drawing ref: 389/1 – Site Plan-1.

2.2. Site Description

2.2.1. The Site covers an area of approximately 1.2ha. Operations at the site include the shredding, cutting, and screening of AstroTurf, as well as the bagging and bailing of scrap fibres for reuse in the plastics industry.

2.3. General Description of Operations

2.3.1. The activities proposed at The Site under the permit would be to continue the storing and treating of redundant athletics tracks, rubber shock pads and waste AstroTurf for reuse in compliance with Low-Risk Waste Position (LRWP) 35, albeit with a greater tonnage of material being processed. The annual tonnage would be 10,000 tonnes.

2.3.2. The approximate location of the activities on site and The Site's layout are shown on drawing ref: 389/1 – Layout Plan -4.

2.4. Waste Acceptance Procedures

2.4.1. Waste Acceptance Procedures (WAP), as detailed in The Site's Environmental Management System (EMS) and in this document would be adhered to during all operations at The Site.

2.4.2. The following waste code would be accepted at The Site: **17 09 04 (mixed construction and demolition)**. Waste will only be permitted if it has been allocated this code.

2.4.3. The Waste Acceptance Procedures that are currently in place at the site are being reviewed and include the following:

Waste Acceptance Procedures

2.4.4. Level 1 – Pre-Acceptance: This includes the characterisation of waste, by the producer, to understand the load’s composition and to determine its acceptance at The Site. The following information shall be provided to Shred & Recycle Ltd. by the waste producer prior to acceptance:

- The source and origin of the waste
- The process producing the waste (including SIC Code)
- Any previous waste treatment applied
- Characteristics of the waste including EWC code
- Background information
- Identify potential risks to the environment
- The appearance of the waste
- Confirmation that the waste is appropriate
- The appropriate treatment (where applicable)

2.4.5. The customer can provide this information in a variety of ways, including completing a waste acceptance form attaching any appropriate background information. All loads will be inspected at source, prior to transportation to The Site, to ensure compliance with The Site's permit and to confirm that the waste is suitable for the site.

On Site Waste Acceptance

2.4.6. All loads arriving at The Site will be accompanied by a waste transfer note (where appropriate). All relevant paperwork will be requested in the first instance for an initial compliance check.

2.4.7. The WAP for The Site will include a minimum of three visual inspections. The first will occur off site at the location from which the waste is to be collected. The second would occur upon arrival of a load and also during the unloading of the waste to the appropriate bay prior to recycling / processing. This check is compared to the information on the paperwork accompanying the load. The

final inspection would take place immediately after the materials have been unloaded. If, at any point during the inspections, non-conforming materials are identified, the waste would not be transported to, or would be quarantined or removed from, The Site. If any tipping has already occurred, the unloading would be immediately ceased. Any waste already deposited would be removed from the operational area to a dedicated quarantine area (located on a sealed surface) before being removed from The Site to an appropriately licenced waste site, at the earliest possible opportunity. This process is summarised in Figure 1.

- 2.4.8. No unloading of waste shall take place outside of the permitted area.
- 2.4.9. Criteria for rejection at the visual inspections will be based primarily upon the visual appearance of the waste, however, odour may also be considered. Waste that is clearly not permitted at The Site would be immediately rejected. However, waste that may generally match the acceptable waste code but also includes a large proportion of unacceptable wastes would also be rejected from The Site.
- 2.4.10. All waste arriving at The Site, including that which is (ultimately) rejected based upon the visual inspections, will be documented and records retained until the Permit is surrendered. The site office will retain a copy of each waste transfer note and any non-conforming waste report for the life of the Permit.
- 2.4.11. Periodic checks of Waste Carriers Licences are carried out by the Company to ensure compliance.

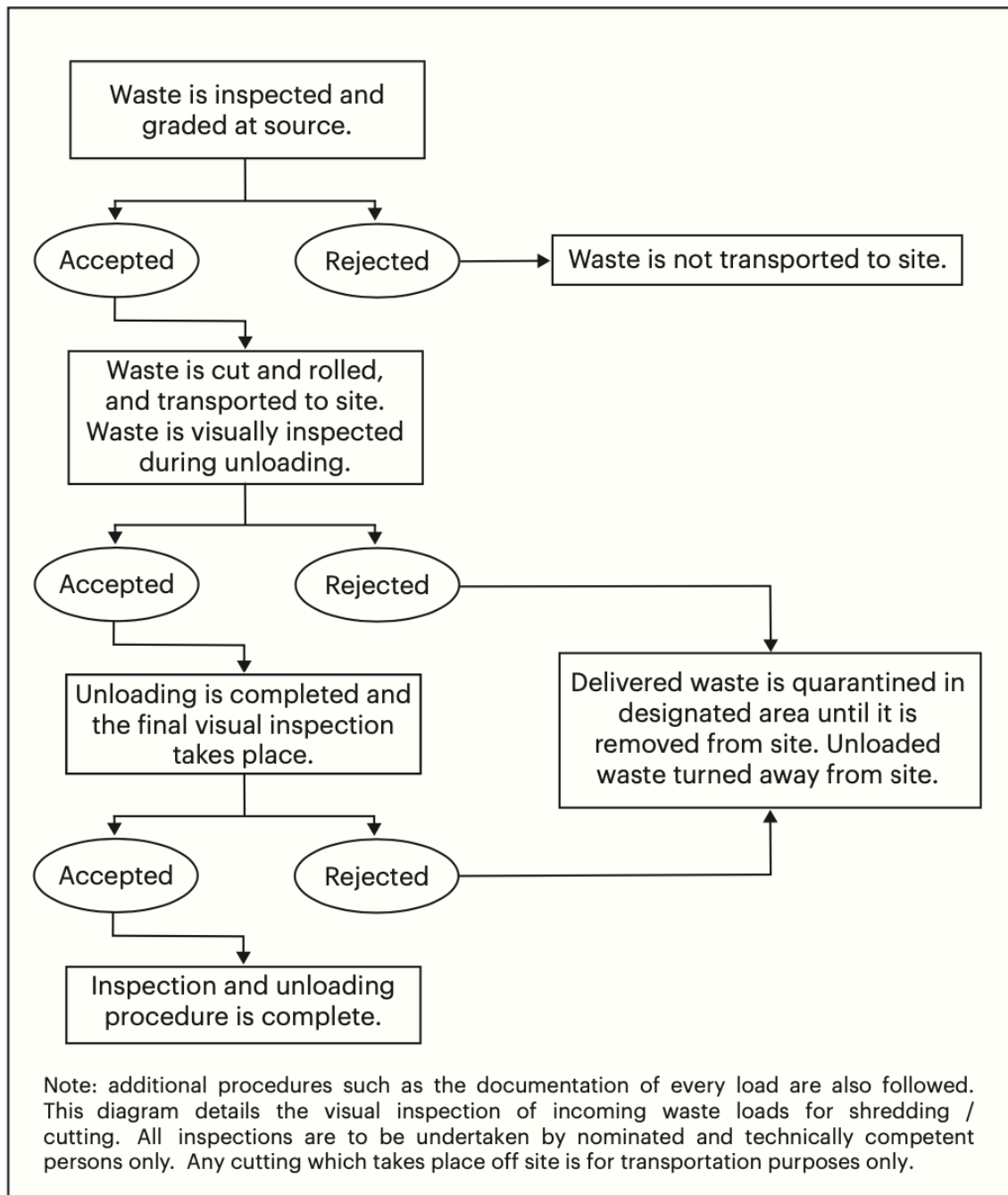


Figure 1: Visual inspection flowchart of waste for cutting / shredding / recycling.



Environmental Risk Assessment
Sawtry Way, Wyton
Shred and Recycle Ltd.

Document Reference: 389/1--ERA-R1.1



Minerals Waste Environment

The Mineral Planning Group Ltd.
The Rowan Suite, Oakdene House,
Cottingley Business Park, Bingley,
West Yorkshire BD16 1PE

01274 884599/884699
headoffice@mpgyorks.co.uk

www.mpgyorks.co.uk

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Environmental risk assessment to include the storing and treating of redundant athletics tracks, rubber shock pads and waste AstroTurf for reuse (LRWP 35)	
Standard Facility:	Waste Operation: Storing and treating redundant athletics tracks, rubber shock pads and waste AstroTurf for reuse
Location:	Shred and Recycle, Sawtry Way, Wyton, Cambridgeshire, PE28 2DX
Location of environmentally sensitive sites (km / m):	Godmanchester Eastside Common SSSI (2.4km south); Houghton Meadows SSSI (2.9km southeast); Great Stukeley Railway Cutting SSSI (3.6km west); Portholme SAC and SSSI (4.4km southwest)
Risk assessment carried out by:	The Mineral Planning Group Ltd.
Date:	17-Jan-23

Data and information				Judgement				Action (by permitting)	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness.	Air transport then inhalation.	Medium	Medium	Medium	Permitted waste types do not include dusts, powders or loose fibres but the treatment activities has the potential to produce particulate matter so a higher risk is estimated. There is potential for exposure if anyone is living or working close to the site (apart from the operator and employees).	Daily visual dust monitoring, pre-emptive monitoring of weather forecasts, internal roads etc. when deemed necessary. Suspension of operations if daily dust monitoring determines unacceptable dust levels at the site boundary. Maintenance and cleaning of plant and equipment in accordance with manufacturer guidelines. The Site is not within an AQMA. Dampen down stockpiles if necessary. A wheelwash is installed to prevent any material being tracked into or out of the site.	Low
Local human population	As above	Nuisance - dust on cars, clothing etc.	Air transport then deposition	Medium	Low	Low	Nearest residential property at the entrance to the site, not in path of prevailing wind direction.	As above.	Low
Local human population and the environment.	Climate Change	Potential for increased likelihood of dust generation.	Air transport then inhalation / deposition.	Low	Medium	Medium	Summer daily maximum temperature may be around 6°C higher compared to average summer temperatures now. Drier summers, potentially up to 34% less rain than now.	As above. Proposed risk management / mitigation measures are considered sufficient to allow for changes due to climate change.	Very low
Local human population, livestock and wildlife.	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition	Medium	Medium	Medium	Local residents often sensitive to litter, however permitted waste types have low litter potential.	As above. Waste types very unlikely to produce litter. Any litter would be cleared as needed. Potential litter automatically removed and transported off site. Boundary checks will be carried out as part of site daily checks.	Low
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Medium	Medium	Medium	Road safety, local residents often sensitive to mud on roads.	The nature of the waste has low potential for creating mud. The site is surfaced and a road sweeper would be employed if muddy conditions on site. A wheelwash is installed to prevent any mud being tracked into or out of the site.	Low
Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Low	Medium	Medium	Local residents often sensitive to odour. Permitted waste types have low odour potential.	Odour controls not considered necessary due to waste types and processes.	Low
Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Medium	Medium	Medium	Local residents often sensitive to noise and vibration	A Noise Management Plan is in place at the site.	Low
Local human population	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity.	Air transport and over land	Low	Medium	Medium	Permitted wastes unlikely to attract scavenging animals and birds but may become nesting / breeding sites.	No mitigation required, wastes very unlikely to attract scavenging animals and birds. Nevertheless, should scavengers be identified, appropriate pest control specialists would be employed by the operator.	Very low
Local human population	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Low	Medium	Medium	Permitted waste unlikely to attract pests.	As above.	Very low
Local human population and local environment	Flooding of site	If waste is washed off site it may contaminate buildings / gardens / natural habitats downstream.	Flood waters	Low	Medium	Medium	Permitted waste types are non-hazardous so only a medium magnitude risk is estimated. Site is within Flood Zone 1.	Site is within Flood Zone 1, no specific mitigation required.	Very low
Local human population and / or livestock after gaining unauthorised access to the waste operation	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Medium	Medium	Medium	Site is secure. Permitted waste types are non-hazardous so only a medium magnitude risk is estimated.	EMS (as well as any HSE requirements) requirements are adhered to. Appropriate training and PPE is provided to all staff.	Low

Local human population and local environment.	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, firefighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches.	Medium	Medium	High	Permitted waste types do not include sludges or liquids and are non-hazardous; however, rubber would have a higher magnitude of risk should arson occur.	EMS adhered to. Site security is in place (main yard is fenced and 2m high bunds around southern yard). FPP adhered to with specific controls in place for fire suppression.	Low
Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff or firefighters. Pollution of water or land.	As above.	Medium	Medium	Medium	As above.	As above.	Low
All surface waters close to and downstream of site.	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Low	Medium	Medium	Type of waste does not have any potential for leaching; however, there is the possibility of accidental vehicle spills.	The type of waste does not have any potential for leaching. An emergency spill procedure is in place for any accidental spills of potentially polluting liquids. Stockpiled sand stored on sealed surface to prevent excessive suspended solids potentially running off from site. An interceptor is installed at the outflow of the surface water run off.	Very low
All surface waters close to and downstream of site.	As above	Chronic effects: deterioration of water quality	As above. Indirect run-off via the soil layer	Low	Medium	Medium	Waste types are non-hazardous so harm is likely to be temporary and reversible.	As above.	Low
Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/groundwater then extraction at borehole.	Low	Medium	Medium	Waste types are non-hazardous so harm is likely to be temporary and reversible. Sealed surfaces and sealed drainage system designed to collect surface water run-off.	As above.	Low
Local human population and local environment. Site staff (flash floods).	Climate Change	Increased run-off, flash floods. Site drainage system is overwhelmed.	Flood waters.	Low	Medium	Medium	The biggest rainfall events are up to 20% more intense than current extremes (peak rainfall intensity). At its peak, the flow in watercourses could be 30% more than now, and at its lowest it could be 65% less than now.	As above, emergency measures to suspend operations.	Low
Protected sites - European sites and SSSIs	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Any	Medium	Medium	Medium	Waste operations may cause harm to and deterioration of nature conservation sites, distance to nearest SSSI is 2.4km south.	No specific mitigation required due to distance from site.	Low
Local human population and all surface waters close to and downstream of site.	Serious Fire	Nuisance, harm to human health, loss of amenity, deterioration of water quality	Air transport then inhalation or deposition. Direct run off of fire water across site to surface waters.	Low	High	Medium	Waste fires are not common but approximately 300 fires pa linked to waste activities. Impact on health and amenity can be significant for many days or weeks. Permitted waste types are unlikely to self-ignite or self-combust. Plastic fibres and rubber have a fire risk; in particular rubber fires are serious and difficult to extinguish.	Fire Prevention Plan limits storage times of waste, implements fire breaks and fire walls. For rubber, piles are kept in bays with Lego block back and side walls. Annual tonnage to be 10,000t.	Low
All surface waters close to and downstream of site.	Serious Fire	Loss of amenity, deterioration of water quality	Direct run off of fire water across site to surface waters.	Low	High	Medium	Waste fires are not common but approximately 300 fires pa linked to waste activities. In event of fire, fire water can be produced for days/ weeks. Contaminated firewater run-off can kill fish and aquatic life. Permitted waste types are unlikely to self-ignite and are not self-combustible.	Fire Prevention Plan in place for the site.	Low

Notes: Red triangle indicates comment containing supporting information
 Yellow columns contain drop down menus that allow automatic evaluation of risk in green column



Site Condition Report
Sawtry Way, Wyton
Shred and Recycle Ltd.

Document Reference: 389/1--SCR-R1.1



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The Mineral Planning Group Ltd.
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SITE CONDITION REPORT TEMPLATE

For full details, see H5 *SCR guide for applicants* v2.0 4 August 2008

COMPLETE SECTIONS 1-3 AND SUBMIT WITH APPLICATION

DURING THE LIFE OF THE PERMIT: MAINTAIN SECTIONS 4-7

AT SURRENDER: ADD NEW DOC REFERENCE IN 1.0; COMPLETE SECTIONS 8-10; & SUBMIT WITH YOUR SURRENDER APPLICATION.

1.0 SITE DETAILS	
Name of the applicant	Shred and Recycle Limited.
Activity address	Sawtry Way, Wyton, Cambridgeshire, PE28 2DX
National grid reference	TL 27496 74285
Document reference and dates for Site Condition Report at permit application and surrender	389/1 -- SCR – R1.0 21/12/2022
Document references for site plans (including location and boundaries)	389/1 – Site Plan - 1

Note:

In Part A of the application form you must give us details of the site's location and provide us with a site plan. We need a detailed site plan (or plans) showing:

- Site location, the area covered by the site condition report, and the location and nature of the activities and/or waste facilities on the site.
- Locations of receptors, sources of emissions/releases, and monitoring points.
- Site drainage.
- Site surfacing.

If this information is not shown on the site plan required by Part A of the application form then you should submit the additional plan or plans with this site condition report.

2.0 Condition of the land at permit issue	
Environmental setting including: <ul style="list-style-type: none"> • geology • hydrogeology • surface waters 	Site is upon a secondary (undifferentiated) aquifer for superficial drift and groundwater vulnerability is Low. Soilscape is lime-rich loamy and clayey soils with impeded drainage. Front yard is fully concreted while most of rear yard is also concreted or a hard-cored surface. Site is within a Drinking Water Protected Area (surface water). Site is entirely within Flood Zone 1. Extent of flooding from surface water is very low, although some flooding potential from drain along western boundary.
Pollution history including: <ul style="list-style-type: none"> • pollution incidents that may have affected land • historical land-uses and associated contaminants • any visual/olfactory evidence of existing contamination • evidence of damage to pollution prevention measures 	Most recent online available historic map is from 1971 showing site as open land with a building adjacent. Aerial imagery shows northern area of the site had a track and cars parked on the site in 1999, then appears to have been fully concreted between 2008 and 2014. Land in the south of the site was agricultural until at least 2008.

Evidence of historic contamination, for example, historical site investigation, assessment, remediation and verification reports (where available)	No record of previous site investigation
Baseline soil and groundwater reference data	n/a
Supporting information	<ul style="list-style-type: none"> • Source information identifying environmental setting and pollution incidents • Historical Ordnance Survey plans • Site reconnaissance • Historical investigation / assessment / remediation / verification reports • Baseline soil and groundwater reference data

3.0 Permitted activities	
Permitted activities	<p>The following exemptions are in place at the site:</p> <p>S1 – Storing waste in secure containers S2 – Storing waste in a secure place T12 – Manually treating waste T4 – Preparatory treatments (baling, sorting, shredding etc.) T5 – Screening and blending waste U8 – Using waste for specified purpose U9 – Using waste to manufacture finished goods</p> <p>Permit issued for astroturf recycling on XX/XX/XXXX</p>
Non-permitted activities undertaken	n/a
Document references for: <ul style="list-style-type: none"> • plan showing activity layout; and • environmental risk assessment. 	389/1 – Layout Plan -4 389/1 -- ERA - R1.1

Note:

In Part B of the application form you must tell us about the activities that you will undertake at the site. You must also give us an environmental risk assessment. This risk assessment must be based on our guidance (*Environmental Risk Assessment - EPR H1*) or use an equivalent approach.

It is essential that you identify in your environmental risk assessment all the substances used and produced that could pollute the soil or groundwater if there were an accident, or if measures to protect land fail.

These include substances that would be classified as 'dangerous' under the Control of Major Accident Hazards (COMAH) regulations and also raw materials, fuels, intermediates, products, wastes and effluents.

If your submitted environmental risk assessment does not adequately address the risks to soil and groundwater we may need to request further information from you or even refuse your permit application.

4.0 Changes to the activity	
Have there been any changes to the activity boundary?	If yes, provide a plan showing the changes to the activity boundary.
Have there been any changes to the permitted activities?	If yes, provide a description of the changes to the permitted activities
Have any 'dangerous substances' not identified in the Application Site Condition Report been used or produced as a result of the permitted activities?	If yes, list of them
Checklist of supporting information	<ul style="list-style-type: none"> • Plan showing any changes to the boundary (where relevant) • Description of the changes to the permitted activities (where relevant) • List of 'dangerous substances' used/produced by the permitted activities that were not identified in the Application Site Condition Report (where relevant)

5.0 Measures taken to protect land	
Use records that you collected during the life of the permit to summarise whether pollution prevention measures worked. If you can't, you need to collect land and/or groundwater data to assess whether the land has deteriorated.	
Checklist of supporting information	<ul style="list-style-type: none"> • Inspection records and summary of findings of inspections for all pollution prevention measures • Records of maintenance, repair and replacement of pollution prevention measures

6.0 Pollution incidents that may have had an impact on land, and their remediation	
Summarise any pollution incidents that may have damaged the land. Describe how you investigated and remedied each one. If you can't, you need to collect land and /or groundwater reference data to assess whether the land has deteriorated while you've been there.	
Checklist of supporting information	<ul style="list-style-type: none"> • Records of pollution incidents that may have impacted on land • Records of their investigation and remediation

7.0 Soil gas and water quality monitoring (where undertaken)

Provide details of any soil gas and/or water monitoring you did. Include a summary of the findings. Say whether it shows that the land deteriorated as a result of the permitted activities. If it did, outline how you investigated and remedied this.

Checklist of supporting information	<ul style="list-style-type: none">• Description of soil gas and/or water monitoring undertaken• Monitoring results (including graphs)
--	--

8.0 Decommissioning and removal of pollution risk

Describe how the site was decommissioned. Demonstrate that all sources of pollution risk have been removed. Describe whether the decommissioning had any impact on the land. Outline how you investigated and remedied this.

Checklist of supporting information	<ul style="list-style-type: none">• Site closure plan• List of potential sources of pollution risk• Investigation and remediation reports (where relevant)
--	--

9.0 Reference data and remediation (where relevant)

Say whether you had to collect land and/or groundwater data. Or say that you didn't need to because the information from sections 3, 4, 5 and 6 of the Surrender Site Condition Report shows that the land has not deteriorated.

If you did collect land and/or groundwater reference data, summarise what this entailed, and what your data found. Say whether the data shows that the condition of the land has deteriorated, or whether the land at the site is in a "satisfactory state". If it isn't, summarise what you did to remedy this. Confirm that the land is now in a "satisfactory state" at surrender.

Checklist of supporting information	<ul style="list-style-type: none">• Land and/or groundwater data collected at application (if collected)• Land and/or groundwater data collected at surrender (where needed)• Assessment of satisfactory state• Remediation and verification reports (where undertaken)
--	--

10.0 Statement of site condition

Using the information from sections 3 to 7, give a statement about the condition of the land at the site. This should confirm that:

- the permitted activities have stopped
- decommissioning is complete, and the pollution risk has been removed
- the land is in a satisfactory condition.



EMS Summary
Sawtry Way, Wyton
Shred and Recycle Ltd.

Document Reference: 389/1--EMS Summary-R1.1



Minerals Waste Environment

The Mineral Planning Group Ltd.
The Rowan Suite, Oakdene House,
Cottingley Business Park, Bingley,
West Yorkshire BD16 1PE

01274 884599/884699
headoffice@mpgyorks.co.uk

www.mpgyorks.co.uk

Document Title: EMS Summary
Document Reference: 389/1--EMS Summary-R1.1
Site / Project: Sawtry Way, Wyton
Client: Shred and Recycle Ltd.

Document Versions

1.0	DRAFT	19/01/2023
1.1	FINAL	30/01/2023

Prepared by: SP
Checked by: JMS
Approved by: JMS

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Environmental Management System Summary

Introduction

The redundant athletics tracks, rubber shock pads and waste AstroTurf recycling facility at Sawtry Way, Wyton, Cambridgeshire, PE28 2DX will be carried out under a comprehensive Environmental Management System (EMS). The following is a summary of the EMS that will be used at The Site.

Section 1 – General Considerations

This section contains an overview of information on the site operator and permit type, site location and contacts, hours of operation, permitted waste types and Health and Safety.

Section 2 – Site Engineering and Infrastructure

This section provides details on the layout of the site and the infrastructure in place such as entrance and inspection areas, fuel storage and quarantine areas to reduce potential risks to the environment. Details of equipment used on site will be included in this section.

Section 3 – Site Operations

This section covers the detail of the operations taking place on site and the procedures used to control the operations, for example, Waste Acceptance Procedures.

Section 4 – Environmental Control, Monitoring and Reporting

This section contains information on the controls in place, where applicable, to prevent environmental incidents taking place and details of the company's complaints procedure.

Section 5 – Emergency Procedures

Section 5 details procedures that should be followed in the event of an incident/emergency (for example, a fire, spillage, or high winds).

Section 6 – Training for Site Staff

This section details the training requirements, where applicable, of the operator.



Following any changes to The Site's operations and/or Environmental Permit, a full review of the EMS would take place to ensure it reflects the current operations at the site.



Fire Prevention Plan
Sawtry Way, Wyton
Shred and Recycle Ltd.

Document Reference: 389/1--FPP-R1.1



Minerals Waste Environment

The Mineral Planning Group Ltd.
The Rowan Suite, Oakdene House,
Cottingley Business Park, Bingley,
West Yorkshire BD16 1PE

01274 884599/884699
headoffice@mpgyorks.co.uk

www.mpgyorks.co.uk

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Fire Prevention Plan

Plan version: 1.0

Date of plan: 30/01/2023

Site details

Site name: Shred & Recycle

Site address: Shred & Recycle, Sawtry Way, Wyton, Cambridgeshire, PE28 2DX

Operator name: Shred & Recycle Ltd.

Who this plan is for

The purpose of this Fire Prevention Plan (FPP) is to guide staff and contractors in the prevention of a fire and to aid staff, contractors, and emergency services in the event of a fire.

The FPP has been produced from the Environment Agency template using information supplied by the operator.

Document revisions

Version	Amendment	Date	Approved by
V1	Original	January 2023	

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In the event of a fire:

If a fire is discovered on site, the following actions will be taken:

- a) DON'T PANIC
- b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
- c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
- d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE
- e) LEAVE ANY BUILDINGS USING THE NEAREST EXIT (I.E. FIRE DOOR OR ROLLER SHUTTER DOOR) AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES. THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON **999** AND ENSURING THAT ALL PERSONS WHO WERE WORKING AT THE SITE ARE ASSEMBLED SAFELY
- g) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
- h) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE 'ALL CLEAR' BY THE EMERGENCY SERVICES AND THE SITE MANAGER
- i) INFORM THE ENVIRONMENT AGENCY ON THE INCIDENT HOT LINE AND ALSO THE LOCAL OFFICER WHERE POSSIBLE

Types of combustible materials

Combustible waste

Products which may contain combustible materials	Fire risk	Ignition risk
Rubber surfaces	High	Low
Plastics (scrap fibres)	Medium	Very Low
AstroTurf (incoming material)	Low	Low
Synthetic bunker tiles	Low	Low
Sand	Very Low / None	Very Low / None

Other combustible materials

Other combustible products on site (non-waste and not for processing)	Fire risk	Ignition risk
Hydraulic Oils	High	Medium
Diesel fuel for machines	High	Medium

Persistent Organic Pollutants (POPS)

The waste accepted at the site does not contain POPs.

Objectives of this fire prevention plan

There are three primary objectives on this Fire Prevention Plan (FPP):

- To minimise the likelihood of a fire happening
- To aim to extinguish any fire within 4 hours
- To minimise the spread of a fire both within the site and to adjacent properties.

Using this fire prevention plan

Where the plan is kept and how staff know how to use it

A copy of the FPP will be stored in the weighbridge office and site offices in a red file clearly marked 'Fire Prevention Plan'. An electronic copy will be held by the site's TCM / Site Manager in case of an emergency.

Shred & Recycle's Management Systems and FPP form part of the staff and contractor induction to ensure all staff and contractors are aware of their responsibilities and know how to respond in the event of a fire.

Testing the plan and staff training

All new and existing staff will undergo induction training and annual refresher training / assessment on the contents and requirements of the FPP and specifically what to do if a fire breaks out. Emergency fire drills will take place every 6 months to assess compliance and knowledge of the FPP. The inductions, training and fire drills are the responsibility of the TCM/Site Manager. Ongoing toolbox talks will take place to inform staff of recent changes either operationally or legislatively.

The FPP will be reviewed annually, or sooner in the event of an operational change, near-miss, or incident. The training records (see example in EMS) will be retained in the site office and an electronic copy held as a back-up.

Activities at the site

All incoming vehicles arrive at the site entrance and report to the weighbridge/site office. The details of the load are recorded, and duty of care documents checked by the operator. If acceptable, a visual inspection is made of the load to correlate the load with the paperwork and Environmental Permit. If the waste is not as described or not suitable, it is rejected and returned either to the producer or to a suitable facility. If the waste complies, the vehicle is directed to the appropriate tipping area (incoming waste stored in the rear yard).

During tipping, a second visual inspection is carried out. Should the waste be found to be unsuitable, it is either reloaded and removed from the site or quarantined with removal arranged at the earliest opportunity. Waste is sorted both by hand picking or by various pieces of plant (including the trommel) and transported (either via on-site plant and machinery) to the appropriate bay.

Rejected wastes discovered at any stage in the process will be deposited in the skip provided for non-conforming wastes or rejected. Where necessary, particularly where the rejected waste discovered would be classed as a difficult, hazardous, or clinical waste, the Environment Agency will then be contacted to agree a course of action. The contents of the rejected waste skips will be recorded in the site diary.

For outgoing wastes produced on site, the driver of the collection vehicle will be instructed to report to the site/weighbridge office or the machine/plant operator. All relevant documentation will be completed, and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste will be loaded using the loading shovel.

Prevailing Wind



Site plan

The site plans are attached as Appendix 1 to this document:

389/1 – Site Plan – 1

389/1 – Site Plan - 2

389/1 – Sensitive Receptors - 3

389/1 – Layout Plan - 4

Planned events and reasonably foreseeable unplanned events

Planned downtime

During planned downtime, material will be diverted to an alternative site through prior agreement and no waste would be accepted on site unless the site can accommodate it and process without delay.

Temporary Site Closure / Unplanned Events

Preparation for reasonably foreseeable unplanned events will be made by prior agreement to divert waste to an alternative outlet with a local operator (such as Mick George Group in Huntingdon) until the site is able to accept waste.

Manage common causes of fire

Arson

The front yard of the site is surrounded by an 8-foot-high concrete and steel perimeter fence and the rear yard is surrounded by a 2-meter-high security bund. The main gates are padlocked when the site is not manned. The site has a 24-hour security presence with regular patrols during both operational and non-operational hours.

The gates, fencing and bunds will be checked on a regular basis (daily) and the results of the inspections will be marked on a record form. Defects in the gates and fencing which may permit unauthorised access to the site will be recorded in the site diary. Until repair is carried out, temporary measures will be taken before the end of the working day, to ensure that access to the site through the defective gate/fence is not possible.

During operational hours, all visitors are asked to sign in to and out of the site and are accompanied at all times.

Plant and equipment

The following plant and equipment are / will be used on site for the movement and processing of waste:

- Telehandlers
- Material handlers
- Shredder
- Forklift
- Conveyor belts
- Trommel
- Barrel screen
- Bailing equipment
- Infill removal machinery

Plant is only operated by trained drivers / operators. Training includes the requirement for daily checks for the specific plant operated in order to ensure they are operated safely and to prevent the failure of equipment which could have potential adverse impacts on the operations or the site.

Preventative maintenance is also in place for each item of plant or equipment. This is in place through manufacturers' maintenance and on-site internal preventative maintenance which is recorded in the preventative maintenance check sheet with any defects reported to the Site Manager for action and recorded in the site diary. All plant is equipped with a fire extinguisher, either carried in a cab for example, or attached to or next to fixed plant.

Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired or rectified by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day the EA will be contacted to agree a suitable timescale for repair.

All defects and problems likely to give rise to pollution will be marked on the record form or similar form with repairs/solutions being carried out immediately.

Electrical faults including damaged or exposed electrical cables

Electrics certification

All electricals are checked, and PAT tested. The relevant test certificates can be found in the company's office. External cables are armoured and checked as part of site daily checks.

Regular maintenance and electrical checks are carried out by a qualified electrician throughout the year.

Electrical equipment maintenance arrangements

All electrical equipment will be included in a 'Electrical Equipment Maintenance Register' and will be checked on an annual basis. As above, PAT testing is carried out annually. The relevant test certificates can be found at the site office.

Discarded smoking materials

Smoking on site policies

Smoking is strictly prohibited on site.

Hot works safe working practices

Hot works would only occur on site as part of maintenance or repair programmes for plant and equipment, and do not form part of the waste processing operations at the site. A Hot Works Permit must be gained prior to hot works commencing, which will only be granted once a risk assessment and method statement has been produced. All dust and debris will be removed from the item requiring repair prior to hot works commencing which will be confirmed by the maintenance operative and site manager. A fire watch (see page 12) is carried out for at least 1 hour following completion of hot works. All hot works must have easy access to a fire extinguisher and must be monitored by the site manager. External contractors must be inducted and must also complete an appropriate risk assessment and method statement, agreed with the site manager who will issue the Hot Works Permit, prior to carrying out hot works.

Hot works do not form part of the waste process on site. Hot works may occur as part of plant maintenance, which may have to be carried out near to waste. Cutting by use of Stihl saw and oxyacetylene and/or welding is carried out in designated areas away from combustible waste storage. Manufacturers' instructions are followed for safe use of equipment.

Industrial heaters

Use of industrial heaters

No Industrial heaters will be in use.

Hot exhausts and engine parts

Vehicles on site are checked prior to a shift starting as part of the site daily checks and are cleaned down periodically throughout the day and at the end of the shift. Fire watch procedures are in place as stated below.

Fire watch procedures

Fire watch procedures are in place at the site. A fire watch is carried out three times during the shift (roughly mid-morning, middle and end) with temperature checks carried out using an FLIR Thermal Imaging Camera.

A fire watch is carried out as follows:

- Visual observations of the stockpiles are recorded on the daily check sheet.
- Surface temperature checks using a FLIR Thermal Imaging Camera. Temperature results for each stockpile are recorded in the daily checks book and the trends are observed. The FLIR camera shows the whole pile while a probe could miss a hot spot.
- A hot spot is identified by the following observations (either in isolation or together):
 - A surface temperature above 50°C
 - An upward trend in temperature over the course of the shift.
 - Observing steam, smouldering or smoke

If a hot spot is found during the fire watch process, then the waste is either wetted down and / or spread and turned or smothered with inert material (if necessary). It is the site manager's discretion as to which method is most appropriate. If the hot spot does not cool when mitigation measures are actioned, and a combustion incident occurs then active firefighting would be carried out by fire trained staff in accordance with the active firefighting procedure (as detailed in this FPP). If there is a failure to tackle the fire safely then the fire service would be called. The EA would be informed of any incident of fire, regardless of whether the fire services were required.

Ignition sources

Ignition sources are listed below and are kept at least 6 metres away from combustible material.

Potential Ignition Source	Management of ignition source
Incoming waste contamination	Waste brought into the site could have contamination present including potential ignition sources such as batteries. Waste acceptance procedures are in place and visual inspections are made at 3 points along the process. Any waste found to be non-conforming is rejected at the earliest opportunity or quarantined ready for removal. Visual checks are carried out throughout the day by the site manager and site operatives, and fire watches are carried out.
Hot works	Hot works are managed through a permit process and only carried out in designated areas, unless for specific parts of fixed plant. Fire extinguishers are made available during all hot works and a fire watch is in place following completion of hot works.
Smoking	Smoking is prohibited on site.
Naked flames	There is a 'no naked flame' policy throughout the company.
Arson / vandalism	Security fencing and CCTV in place.
Heaters	There are no heaters on site.
Hot exhausts	All vehicles are cleaned down, when necessary, throughout the day, and at the end of each shift. Regular fire watches are carried out throughout the day.
Plant failure	Plant is maintained to the manufacturer's standards with planned preventative maintenance in place.
Operational sparks	Training is in place for all mobile plant operators to prevent contact or scraping of buckets on the floor of buildings / sealed surface areas to prevent the production of sparks.
Build-up of waste	Maximum volumes of waste are in compliance with the EMS. All equipment is cleared of waste at the end of the shift and periodically throughout the day, where necessary.

Leaks and spillages of oils and fuels

All fuel storage tanks on site are bunded to contain any potential fuel leaks and are capable of containing a minimum 110% of the volume of the fuel tank. All pipework and associated infrastructure are located within the bund. Electronic locks are fitted to tank valves to prevent unauthorised operation. All valves and gauges on the tanks are constructed to prevent damage from frost.

All plant and vehicles on site are subject to routine preventative maintenance and manufacturer's maintenance. A spillage procedure is in place (in the EMS), which would be followed in case of leaks or spillage of oils or fuels.

A Spill Kit is available on-site including sand and absorbents. Spill kits will be checked as part of the site daily inspections to ensure sufficient supplies are available as and when required. Waste operations will be carried out on an impermeable surface with a sealed drainage system where required.

Build-up of loose combustible waste, dust, and fluff

Daily checks of plant and equipment include the requirement to check and ensure no build-up of dust or fluff. Dust and fluff will be cleared away immediately and the area regularly monitored to prevent further build-up. Regular inspections for maintenance/ housekeeping are in place throughout the site to prevent dust and fluff build-up and are marked on a record form. A cleaning regime is in place at the end of every shift.

Drop heights are also kept to a minimum to prevent excessive dust emissions caused by depositing loose wastes. If there is a risk that dust could be emitted following a malfunction or breakdown of plant, that piece of plant is shut down until it can be repaired, and the high dust risk has been reduced.

Reactions between wastes

The types of waste brought into The Site are unlikely to cause reactions. However, any incompatible waste encountered would be stored separately or quarantined until they can be removed to a suitably permitted site.

Waste acceptance and deposited hot loads

The waste acceptance procedure is as follows:

- All incoming waste vehicles report to the weighbridge at the site entrance. The details of the load are recorded, and duty of care documents checked by the operator. Acceptable waste types are listed in The Site's Permit.
- If accepted, a visual inspection is made of the load to correlate the load with the paperwork. The visual inspection also identifies potential fire risks and hot loads at an early stage. Each load is checked for steam or smoke, batteries (in particular lithium-ion batteries), oils or other contaminants (including rags soaked in oils or chemicals).
- If waste is not as described or not suitable, it is rejected.
- If the waste complies, the vehicle is directed to the appropriate tipping area.
- If any unacceptable wastes are found after the load has been tipped, they are quarantined in the designated quarantine area until the customer has been contacted to arrange onward movement and the Environment Agency informed.

The Site does not accept hot loads. If a load is later found to be hot after acceptance, it is moved to the quarantine area and a fire watch is carried out.

Hot loads are identified during the visual inspection of incoming waste, during initial inspection and during tipping. If an incoming waste load is steaming or smoking, then the load is considered hot. Other potential fire risks that are identified at the weighbridge include batteries, oils, or other contaminants and rags soaked in oils or chemicals.

If a hot load is determined to be an immediate fire hazard or an emergency, then the active firefighting procedure is implemented.

Hot and dry weather

Daily fire watch checks will be carried out three times a day, as a minimum. During summer months when temperatures are in excess of 28°C, a fire watch will be carried out hourly on external materials through a visual inspection. Waste is stored outdoors (e.g., AstroTurf, sand, rubber) and is unlikely to combust due to heating from sunlight.

Prevent self-combustion

General self-combustion measures

The FIFO (First In, First Out) stock rotation principle is applied throughout The Site to ensure waste is not stored for longer than necessary and that older waste is moved before the newer, incoming waste. The fire watch procedure is followed to identify if any waste is self-heating.

The maximum dimensions of stockpiles of specific waste types are complied with to ensure that the stockpiles can be managed for heat build-up and that the correct separation distances are maintained. Complying with the maximum stockpile dimensions ensures that there is the lowest possible risk of fire spreading between piles of waste and between bays.

If there is plant failure and it is necessary to store waste for longer than specified in the EMS, then the fire watch is carried out more regularly.

Manage storage time

Method used to record and manage the storage of all waste on site

The details of incoming waste are recorded at the weighbridge and the duty of care documents are checked by the operator to check the load is acceptable. The quarterly waste returns are produced based on the details recorded on the site's recording system. The system records incoming and outgoing products or waste to automatically update the volume of waste on site at any one time. The system is updated, at a minimum, daily.

The following table shows that maximum storage times for different types of waste on site:

Waste stream	Location (must match site plan)	How it is stored For example this may include piles, bays, containers, skips, racks, bales	Max. time it will be stored
Incoming waste (AstroTurf)	Open storage, hard cored ground	Rolls	12 months
Sand	Covered storage, concrete yard area	Piles	1 month
Synthetic bunker	Covered storage, concrete area	Piles	1 week
Rubber (unprocessed)	Open storage, Concrete yard area	Lego block bays	1 week
Rubber surfaces (processed)	Open storage, hard cored ground	Lego block bay	1 week
Scrap fibres	Covered storage, concrete yard area	Piles	3 months
Shredded Astro Turf (sand and astro fibres)	Covered storage, concrete area	Piles	1 week

If the maximum storage capacity of the site is reached, then no further waste would be accepted until waste can be removed from site and taken to a suitably permitted facility.

If waste is stored for longer than the durations listed above due to variations in supply and demand, plant failure or another emergency, then stockpiles will be specifically monitored during daily fire watches and the readings recorded in the site diary.

Stock rotation policy

The FIFO principle is applied to all waste types.

Monitor and control temperature

Reduce the exposed metal content and proportion of ‘fines’

The Site does not accept fines or metal.

Monitoring temperature

Manual temperature monitoring is not carried out unless as part of a fire watch. A trigger temperature of 50 degrees at surface or 60 degrees in the core of a waste pile is set as the point at which a hot spot is considered to be present. Once this occurs, continuous monitoring is carried out. If the temperature continues to rise, the waste would be wetted down or covered with inert materials. The procedure used is at the Site Manager's discretion. Should neither of these techniques work, and a combustion event occurs, the active firefighting procedure takes over.

Controlling temperature

Waste stockpiles are agitated during the loading/sorting and segregating process which prevents the build-up of heat. The processing of waste does not produce additional heat.

The site operates under a FIFO principal to ensure that older waste is processed before new waste, reducing standing times.

The temperature of the waste is monitored using a FLIR Thermal Imaging Camera and recorded in the site diary as part of the fire watch procedures (detailed within this FPP). Mitigation measures are outlined in the fire watch procedures if a hot spot or combustion incident is observed.

Dealing with hot weather and heating from sunlight

Waste is stored outdoors (e.g., AstroTurf, sand, rubber) and is unlikely to combust due to heating from sunlight.

In hot weather (above 28 degrees), more regular fire watches will be carried out; every 2 hours.

Waste bale storage

Baled scrap fibres are stored in the front yard as shown on plan ref: 389/1 – Layout Plan – 4.

Manage waste piles

Storing waste materials in their largest form

Waste is stored in its largest form where this is possible. Waste arriving at The Site is processed at the earliest opportunity. Equally, once processed, waste leaves The Site at the earliest opportunity. Therefore, where waste cannot be stored in its largest possible form (for example, shredded waste), it is stored for the shortest possible time before being removed from The Site.

Maximum pile sizes for the waste on your site

Waste stream	Location (must match site plan)	How it is stored For example this may include piles, bays, containers, skips, racks, bales	Max. length / m	Max. width / m	Max. height / m	Volume / ton	Max. time it will be stored
Front Yard							
Plastic (scrap fibres)	Covered storage	Piles	12	6	2	50	3 months
Sand (silver and gold)	Covered storage	Piles	6	6	4	600	1 month
Sand	Covered storage	Piles	12	12	4	1200	1 month
Rubber surfaces (processed)	Open storage	Lego block bay (max capacity 75% of bay)	10	6	3	300	1 week
Rear Yard							
AstroTurf (incoming waste)	Open storage	Rolls	25	6	6	1500	12 months
Synthetic bunker tiles	Covered storage	Piles	22	10	2	50	1 week
Rubber (un-processed)	Open storage	Lego block bays (max capacity 75% of bay)	10	6	3	800	1 week
Shredded Astro (sand and Astro fibres)	Covered storage	Piles	20	6	4	1000	1 week

Prevent fire spreading

Separation distances

A 6m separation distance is applied for open storage bays, otherwise the waste is stored in covered bays surrounded by 2m concrete retaining walls or Lego block walled bays.

Fire walls construction standards

'Lego' concrete block walls are used for fire walls (see details below).

Storing waste in bays

'Lego' concrete blocks are appropriate for resisting both radiative heat and flaming. They are designed to have a fire resistance of at least 120 minutes, typically achieving Class A1 of BS EN 13501-1:2002. All waste arriving at The Site is immediately sent for processing, and once processed, is removed from The Site at the earliest possible time. All waste arriving at The Site is recorded in accordance with the duty of care and Waste Acceptance Procedures.

Temperature checks of wastes in bays is carried out throughout a shift to monitor for anomalous temperatures, as well as during any fire watch that is carried out.

Waste bays are never over-filled, with a freeboard of 1m maintained at the top and side of bay walls, which seeks to prevent the possibility of lighted material moving out of the waste bay and igniting other wastes. If possible, and safe to do so, burning materials may be pushed to the back of a bay to further prevent this from happening. The 1m freeboard limit is marked on the bays using spray paint. The marking is checked and reapplied as part of site daily checks.

If other wastes are considered to be at risk of ignition, these will be removed to another bay or the quarantine area, to prevent the spreading of fire.

Quarantine area

Quarantine area location and size

The locations of the quarantine areas are shown in Plan ref: *389/1 – Layout Plan - 4*. The sizes are approximately 6m x 12m in the front yard and 13m x 6m in the rear yard. The quarantine areas are therefore large enough to contain 50% of the largest combustible waste bay.

How to use the quarantine area if there is a fire

The quarantine area can be used in two ways if there is a fire:

1. Remove hot / smouldering / burning waste (if possible and safe) to isolate it from other waste, and subsequently extinguish any fires.
2. Remove other waste, in order to prevent unburnt waste from igniting.

Procedure to remove material stored temporarily if there is a fire

If waste is already in the quarantine area, and the area is needed for emergency use in the case of a fire, the already stored waste could be moved to another concrete / sealed surface area of The Site. Waste would only be moved to an area where ignition was unlikely, and it would not block emergency access.

Detecting fires

Detection systems in use

The Site has 24hr security and patrols every 30 minutes to check for breaches which could lead to a fire. The front yard of the site is surrounded by an 8-foot-high concrete and steel perimeter fence and the rear yard is surrounded by a 2-meter-high security bund.

Certification for the systems

N/A

Suppressing fires

Suppression systems in use

No specific fire suppression system is proposed at the site due to the low risk of fire and low tonnage on site.

Certification for the systems

N/A

Firefighting techniques

Active firefighting

Approved operators will be trained to use the site's firefighting infrastructure competently and safely. Should a fire be detected on site, trained operators will attempt to extinguish the fire with the equipment on site (fire blankets, extinguishers) and separate burning material from unburnt. If this isn't possible, the Fire Rescue Service should be called immediately, followed by the EA's incident reporting line.

The preferred method of fighting a fire that is self-contained and manageable, with no danger of spreading, is to attempt to extinguish with fire blankets, extinguishers and accessible water.

All operations in the vicinity of the hot spot or combustion incident will cease and plant will be removed from the vicinity (if possible) until the hot spot has been assessed and, where appropriate, remediated. Where it is deemed necessary, the affected area will be isolated from the rest of the pile and / or other piles moved away.

The preference is to extinguish material in situ and to use techniques that will produce minimal residues where this can be done safely without increasing fire risk. The methods to cool a hot spot in situ include use of water, separating the unburned or burning material (whichever is most accessible) from the pile, or smothering with inert material. If it is not ideal to cool in situ then the preferred means would involve site operatives using plant to remove material from the affected area of the pile, spreading it on the adjacent ground where it does not compromise minimum separation distances and allow cooling immediately adjacent to the pile. Failing that, the material would be moved into the quarantine area.

Regular temperature checking of a hot spot will occur during cooling by use of the FLIR camera to confirm that the material is cooling. When it has returned to a normal temperature the cooling actions cease. If the cooling actions are not successful, such that a hot spot develops into a combustion incident the fire trained site operatives will tackle the fire as detailed in the fire procedure. Should they be unable to safely tackle the fire, then the fire service

Fire Prevention Plan – Shred & Recycle

will be called.

Water supplies

Available water supply

The location of the nearest fire hydrant is shown on drawing ref: *389/1 – Layout Plan -4*, it is capable of delivering a flow rate of 800 LPM.

As the hydrant would not supply enough water supply to extinguish a worse-case scenario fire on the site within 3 hours, the following actions have been taken to reduce the water supply requirements of the Fire and Rescue Services:

- Early detection by carrying out daily temperature checks and daily checks of plant, equipment, and electricals.
- Actions such as creating fire breaks, which consists of combustible waste storage piles with a separation distance of at least 6m and a separation distance of 6m between waste piles and the site perimeter and any building and Lego blocks / 2m high concrete walls between combustible waste storage piles.

Show the calculation for your required water supply

Maximum combustible pile volume in cubic metres	Water supply needed in litres per minute	Overall water supply needed over 3 hours in litres	Total water available on site in litres
162 (75% of unprocessed rubber Lego block bay)	6.67	1081	800 LPM from nearest hydrant

Managing fire water

Containing the run-off from fire water

The Site is not within a Source Protection Zone. The groundwater vulnerability of The Site is low.

The majority of treatment operations take place on an impermeable surface with a total area of around 5,500m². Unprocessed Astro Turf and unprocessed rubber surfaces are stored on hard cored ground. If a fire were to occur, Osmo flood barriers (or similar) would be placed around any point of the site where firewater could leave The Site via gravity. Clay drain mats would be used to cover any grates should this be required.

In addition to the containment, a tanker company (such as Lanes Group plc in St Neots) would be called out to remove water during the event to reduce the amount of fire water held on site.

During and after an incident

Dealing with issues during a fire

During and after a fire, operations would cease until the Fire Service/Environment Agency confirm the site can be reopened. All incoming waste would be diverted to a permitted site through arrangement with the site operator.

Notifying residents and businesses

The following neighbouring businesses would be contacted in the event of a fire by the TCM / Site Manager, or a member of staff designated to do so by the TCM / Site Manager. All surrounding businesses that could be impacted by the fire would also have a site representative visit to ensure they are aware of the ongoing incident.

- Cambridge Campervans – 01480 461 463 and / or contacted in person
- Huntington Autos – 01480 509 664 and / or contacted in person
- JRH Imports – 07802 320 414 and / or contacted in person
- Camp Garage – 01480 455 719 and / or contacted in person
- Grand Executive – 01480 458 229 – 7 Uplands Industrial Estate, Sawtry Way, Huntingdon, PE28 2JZ
- 135 Geographic Squadron Royal Engineers – 01480 52451 (x7208) / RAF Wyton – 01480 52451 (x3686 / x7101) – east of Sawtry Way

Clearing and decontamination after a fire

In order to clear and decontaminate the site after a fire, the Fire Service would advise when the residues would be safe to be removed off site. The wastes would then be assessed by the Site Manager to gauge their properties before being sent to onward sites. All damaged waste and waste from the decontaminating process would be sent to a suitably permitted landfill; the waste is unlikely to be hazardous so would be sent to a non-hazardous landfill with prior permission.

The site would then have a full deep clean after a fire following the removal of burnt waste to a suitably permitted facility. Fire water run-off will be removed from site by a specialist contractor (such as Lanes Group plc – details below) and disposed of accordingly.

- Lanes Group Plc, 11 Chester Road, Colmworth Business Park, Eaton Socon, St Neots, PE19 8YT – Tel 01480 225680

Making the site operational after a fire

A full investigation will take place following a fire which will include a remediation assessment detailing how the site can return to being operational. Any fire damaged waste shall be removed from site to a suitably permitted facility at the earliest opportunity. Damaged plant and equipment will be assessed and repaired or replaced as necessary. Damage to buildings will be inspected by an engineer (where appropriate) and repaired.

From the structural reports the Company's Operations Director will determine whether the site is safe to re-open, either with no damage occurring or with minor repairs that can take place whilst the site is operational. If major repairs are needed an assessment will be made into the length of time this will take and the continuation of the use of alternative outlets in the short/ long term. All clean-up work of waste and debris would be carried out internally and any structural work would be quoted for by an external qualified engineer/ builder.

The site will be required to be fully functional and able to meet the requirements of the EMS prior to waste operations recommencing.

The FPP will be reviewed and updated, where appropriate, following an incident.

Appendix A: Environmental Permit

[to be inserted upon approval]



Appendix A: WAMITAB Candidate Registration



CIWM

CIWM (WAMITAB)
Qualifications



HSEC Services



01502 712209



6b The Walk, Beccles, Suffolk NR34 9AJ

info@hsecservices.co.uk



www.hsecservices.co.uk

Mr Andrew Baldry
Shred & Recycle Ltd
The New Farmhouse
Houghton Hill Farm
Houghton, Huntingdon
Cambridgeshire
PE28 2DH

Date: 30/01/2023

Notification of Registration with CIWM (WAMITAB) and Health, Safety & Environmental Compliance Services Limited.

Dear Mr Andrew Baldry

We are pleased to confirm that you have been registered with Health, Safety & Environmental Compliance Services Ltd and the Awarding Organisation "CIWM (WAMITAB)" for the below award / unit:

- ✓ **Award:** CIWM (WAMITAB) Level 4 Certificate In waste and Resource Management – VRQ
- ✓ **Optional Unit 1:** VRQ406 – Principles and practices of managing a physical treatment processing facility

Please see below registration numbers and dates that you will be required to provide, when contacting either the Centre or the Awarding Organisation – CIWM (WAMITAB).

- ✓ **Centre Delegate Number:** H00136S
- ✓ **CIWM (WAMITAB) Number:** 28325
- ✓ **CIWM (WAMITAB) Registration Date:** 30/01/2023
- ✓ **Expiry Date:** 30/01/2024 – (Please do not input the expiry date into your question papers)

You now have 12 months from the above mentioned CIWM (WAMITAB) registration date to achieve the award. Should reregistration be required after this period, all work supplied and marked will be carried over, however this is subject to our terms and conditions and an additional reregistration fee will be incurred.

Prior to making any submission to admin@hsecservices.co.uk please ensure the above information is inserted into the top of each unit question paper (Section 1. Delegate). Please also ensure that you read the declaration page for each unit question paper "Declaration and Notes for Delegates" prior to signing section 2.

Please let us know if any information transmitted to you, such as address and most importantly names are incorrect as this is how your name will appear on any Certificate claimed. Additionally, if any personal information changes such as home address, place of work or names please contact admin@hsecservices.co.uk at your earliest opportunity, or alternatively complete "HSEC0055 – Change of details" which can be sent via a postal service and can be found at the back of section 2 in your portfolio.

These details will remain on file for the duration of your chosen qualification and for a period as outlined in "HSEC0023 - GDPR Policy".

Good luck in the completion of your qualification, remember if you need anything or you have any queries don't hesitate to contact us.

Yours sincerely

Ben Saville

Director / Centre Manager



Company Registration Number: 1123 7054




VAT Registration Number: 9467 63185



Appendix B: Green Line Boundary Plan



Drawing Title:
Site Plan

Key:
 Proposed permit boundary

Notes:
OS basemap reproduced under licence 100002120

Drawn by:	SP
Checked by:	JMS
Approved by:	JMS

The Mineral Planning Group Ltd.
The Rowan Suite
Oakdene House
Cottingley Business Park
Bingley, West Yorkshire
BD16 1PE
Tel: 01274 884599
headoffice@mpgyorks.co.uk
www.mpgyorks.co.uk



Scale:
1:1000 @ A3

Client:
Shred & Recycling Limited

Site:
Sawtry Way

Drawing Number:	Rev:
389/1 - Site Plan -1	1.0

Date:
24/10/2022






Appendix C: Location Plan



Drawing Title: Location Plan

Key:
 Proposed permit boundary

Notes:
OS basemap reproduced under licence 100002120

Drawn by: SP
Checked by: JMS
Approved by: JMS

The Mineral Planning Group Ltd.
The Rowan Suite
Oakdene House
Cottlingley Business Park
Bingley, West Yorkshire
BD16 1PE
Tel: 01274 884599
headoffice@mpgyorks.co.uk
www.mpgyorks.co.uk



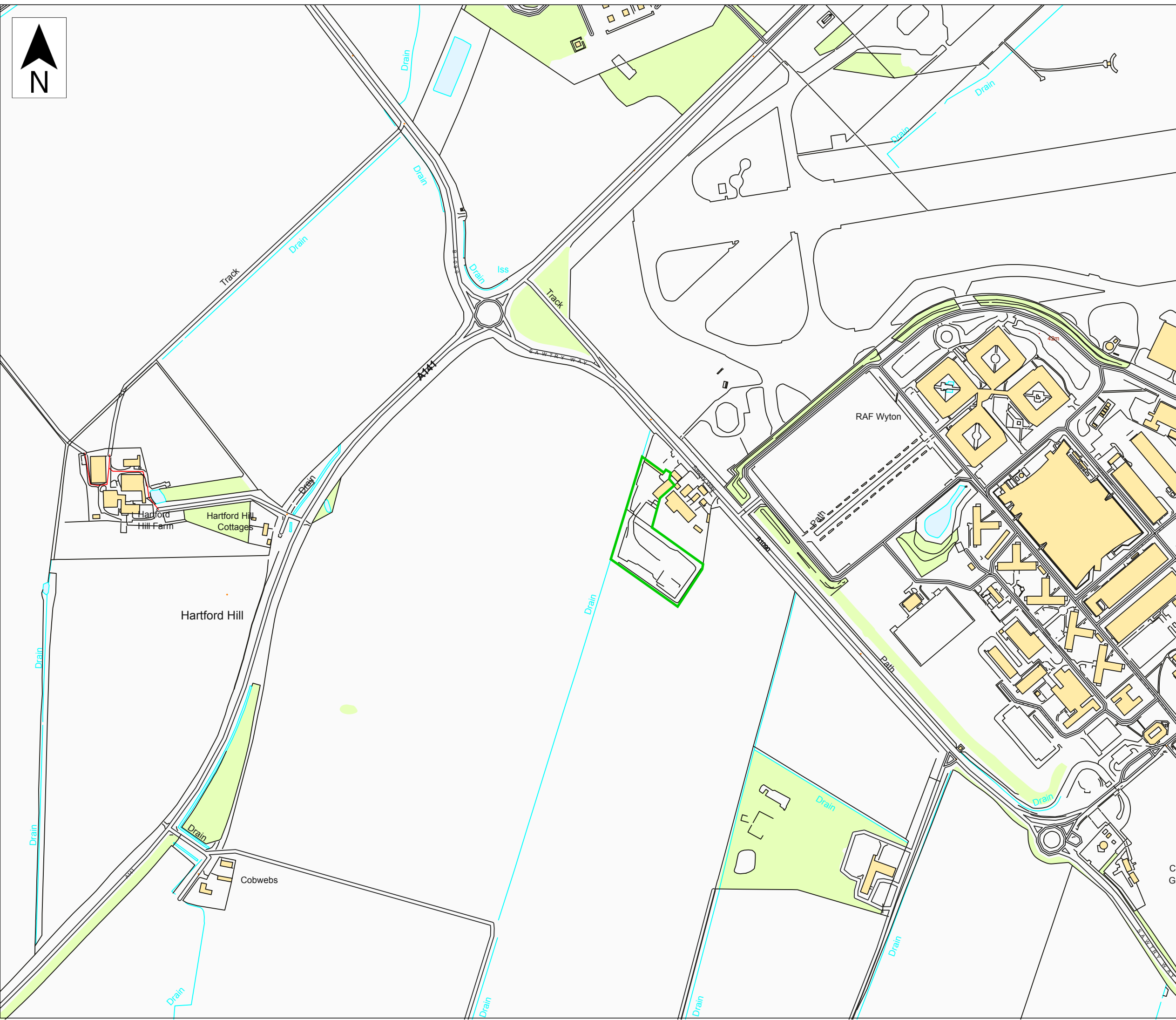
Scale:
1:5000 @ A3

Client:
Shred & Recycling Limited

Site:
Sawtry Way

Drawing Number: 389/1 - Site Plan -2	Rev: 1.0
---	-------------

Date:
03/11/2022



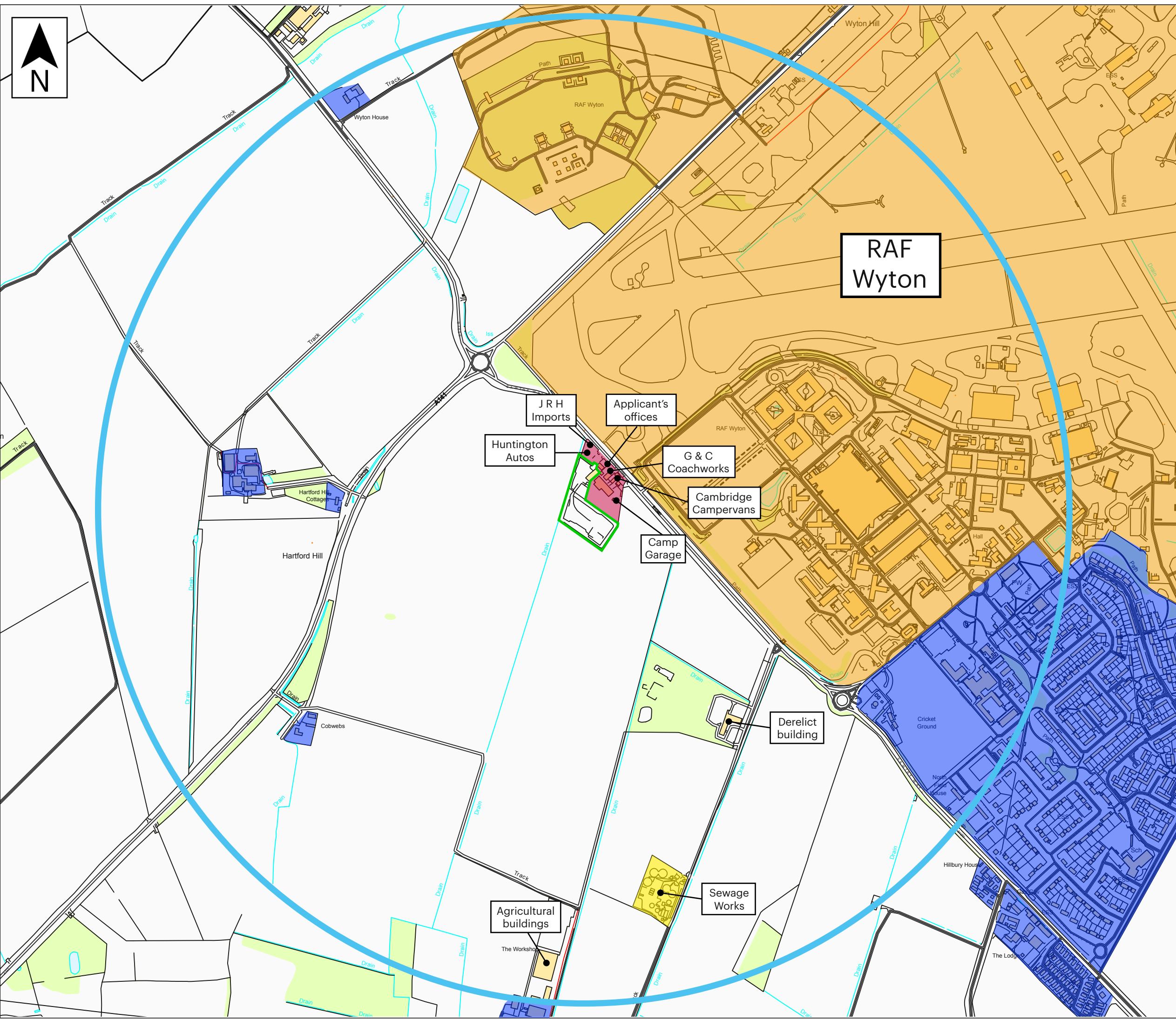


Appendix D: Sensitive Receptors Plan



Drawing Title:
Sensitive Receptors Plan

- Key:
-  Proposed permit boundary
 -  MOD facility and disused airfield
 -  Light industry
 -  Residential properties
 -  Waste facilities
 -  Approximate 1km radius around The Site



**RAF
Wyton**

Notes:
OS basemap reproduced under licence 100002120

Drawn by:	SP
Checked by:	JMS / MS
Approved by:	JMS

The Mineral Planning Group Ltd.
The Rowan Suite
Oakdene House
Cottlingley Business Park
Bingley, West Yorkshire
BD16 1PE
Tel: 01274 884599
headoffice@mpgyorks.co.uk
www.mpgyorks.co.uk



Scale:
1:8000 @ A3

Client:
Shred & Recycling Limited

Site:
Sawtry Way

Drawing Number:	389/1 - Sensitive Receptors -3	Rev:	2.0
-----------------	--------------------------------	------	-----

Date:
17/01/2023



Appendix E: Site Layout Plan



Prevailing Wind Direction

Drain

8ft high Security fencing surrounding front yard area

Silver sand

Trommel

Gold sand

Bunded diesel tank

250k generator

20ft enclosed waste compactor

Lighting tower

10ft bailer

Site welfare and offices

Plant storage area

Baled and bagged plastic scrap fibre storage

Shredder

Processed rubber surfaces

Sand

Unprocessed rubber












2m high Security bunds surrounding rear yard area

Synthetic bunker tiles

Shredded astro turf (silica sand and astro fibres)

Drawing Title: Site Layout Plan

Key:

-  Proposed permit boundary
-  Weighbridge
-  Site car park
-  Fire Hydrant
-  40ft storage container
-  Covered storage (Zapp shelter)
-  Quarantine areas
-  Lego block bays for rubber storage
-  Open storage areas for rolls of Astro Turf (incoming waste)
-  Concreted area
-  Spill kit

Notes:

OS basemap reproduced under licence 100002120

Drawn by: SP

Checked by: JMS / MS

Approved by: JMS

The Mineral Planning Group Ltd.
 The Rowan Suite
 Oakdene House
 Cottingley Business Park
 Bingley, West Yorkshire
 BD16 1PE
 Tel: 01274 884599
 headoffice@mpgyorks.co.uk
 www.mpgyorks.co.uk



Scale:
1:1000 @ A3

Client:
Shred & Recycling Limited

Site:
Sawtry Way

Drawing Number:
389/1 - Layout Plan -4

Rev:
7.0

Date:
17/01/2023



Appendix F: Noise Management Plan



Noise Management Plan
Sawtry Way, Wyton
Shred and Recycle Ltd.

Document Reference: 389/1--NMP-R1.1



Minerals
Waste
Environment

The Mineral Planning Group Ltd.
The Rowan Suite, Oakdene House,
Cottingley Business Park, Bingley,
West Yorkshire BD16 1PE

01274 884599/884699
headoffice@mpgyorks.co.uk

www.mpgyorks.co.uk

Document Title: Noise Management Plan
Document Reference: 389/1--NMP-R1.1
Site / Project: Sawtry Way, Wyton
Client: Shred and Recycle Ltd.

Document Versions

1.0	DRAFT	19/01/2023
1.1	FINAL	27/01/2023

Prepared by: SP
Checked by: JMS
Approved by: JMS

The Mineral Planning Group Ltd. has prepared this report in accordance with the instruction of, and exclusively for the use of, its commissioning client. Any other person or body using the information contained herein does so at their own risk. The opinions expressed within this report are the true and professional opinions of The Mineral Planning Group Ltd. The content of this report may, in part, be based upon information provided by others, including the commissioning client, and on the assumption that those parties, when requested, have truthfully and accurately provided all relevant information. No section or element of this report may be removed or reproduced in any form without the written permission of MPG.

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1.0. Introduction

1.1. This Noise Management Plan (NMP) supports an application on behalf of *Shred & Recycle Ltd.* for a bespoke Environmental Permit at Sawtry Way, Wyton, Cambridgeshire, PE28 2DX ('The Site') for the cutting, shredding, and treatment of AstroTurf.

1.2. This NMP outlines the procedures in place to assess and minimise the potential impacts from noise produced by The Site and the control measures in place to mitigate the risk.

2.0. Sources, Releases, and Impacts

2.1. Sources of noise at The Site are limited to the following activities:

- Transportation of material into and out of The Site
- Loading and unloading of materials
- Treatment of materials
- On site vehicle movements and plant

2.2. The noise levels from The Site will vary throughout the day depending on planned deliveries, collections, and operational requirements etc.

2.3. The pathways for noise will be through air. The nearest sensitive receptors are offices at the site entrance, though the nearest residential receptor is approximately 450m west of The Site. The area between The Site and the residential property is an agricultural field and a road (A141). The receptors within 1km of The Site are shown on plan ref: *389/1 – Sensitive Receptors -3*.

3.0. Noise Control Measures

3.1. Noise mitigation due to the distance to the nearest sensitive receptors and existing screening from vegetation will be supplemented by added physical

control measures and management control measures as detailed below.

3.2. Physical Control Measures:

- Plant will be fitted with silencers where applicable
- Signage would be installed along the yard perimeter to remind yard operatives and drivers to keep noise levels to a minimum

3.3. Management Control Measures:

- Site Management Responsibility – the Technically Competent Manager (TCM) and Site Manager have the responsibility of ensuring the control measures are in place to reduce the potential for noise impact
- All staff are suitably trained and have the responsibility of reporting any noise issues to the Site Manager
- All staff are required as part of their induction to carry out all operations with due consideration to neighbouring premises
- All plant and machinery are regularly and properly maintained
- Vehicles adhere to the 5mph speed limit on site
- All engines are switched off when not in use
- Drop heights are kept to a minimum
- Loading of plant and equipment takes place on ground level
- Vehicle horns are used only as Health and Safety Measures
- No shaking of vehicle bodies whilst raised is allowed to take place
- Deliveries are intended to be spread out evenly across any working day

4.0. Monitoring

- 4.1. All operational staff, as part of their induction, are made aware of their roles and responsibilities. It is the responsibility of all staff to be aware of noise on site and to report any potential noise issues to The Site's TCM or Site Manager at the earliest opportunity.

- 4.2. Routine noise monitoring is not carried out at The Site, and is not proposed going forward, unless required as part of an investigation.
- 4.3. There is a routine maintenance schedule in place for plant and machinery to ensure they are running safely and effectively. This preventative maintenance identifies if any plant is operating at an elevated noise level, which may have the potential to cause an unacceptable impact. Any plant showing defects or issues is reported to the maintenance team at the earliest opportunity.
- 4.4. Most of the plant on site is subject to manufacturer maintenance contracts, which will continue as part of the overall preventative maintenance.

5.0. **Noise Contingency Measures**

5.1. Noise Complaint Procedure

- 5.1.1. Any complaints follow the complaint procedure in the EMS and are recorded in both the site diary and on the Complaints Report Form. An investigation into the complaint will be actioned within 1 working day of receipt unless further investigation is required.
- 5.1.2. An investigation will be carried out into the cause for the complaint and the complainant is contacted (where requested) with the outcome of the investigation and the action taken to prevent further incidents.
- 5.1.3. The EMS and any specific Management Plans within it are reviewed following the receipt of complaints.
- 5.1.4. Any noise monitoring that may be required as part of an investigation will be carried out by a suitable qualified consultant.

5.2. Elevated Noise Issues

- 5.2.1. Noise issues identified are reported to the TCM / Site Manager at the earliest

opportunity and an investigation into the source of the elevated noise will be carried out at the earliest opportunity and within 72 hours of it being reported. The outcome of the noise investigation and any proposed actions required will be reported in the site diary and actioned at the earliest possible opportunity.

- 5.2.2. Any operational failings will be assessed to consider where retraining of staff may prevent an incident reoccurring and the retraining will be actioned at the earliest opportunity. Training will be documented in-line with the current EMS and a training record created with appropriate review dates specified.
- 5.2.3. Any noise monitoring that may be required as part of an investigation will be carried out by a suitable qualified consultant. The TCM / Site Manager will inform the Environment Agency, where necessary, throughout the process following an elevated noise issue complaint.

5.3. Reporting Measures

- 5.3.1. Any complaints or elevated noise issues will be recorded in both the site diary and on the Complaints Report Form.

6.0. **Emergency Plans**

- 6.1. An emergency with regards to noise management would be the loss of control of noise emissions which could have an unacceptable impact on the surrounding receptors.
- 6.2. If an event is considered an emergency, the TCM / Site Manager would immediately assess the situation and a decision would be made as to whether the site should reduce hours or suspend operations until the elevated noise issue is controlled. The measures required would be considered on a case-by-case basis.

7.0. **Responsibilities and Review**

- 7.1. It is the responsibility of the TCM and Site Manager to oversee the operations on

site and to be sufficiently trained and familiar with the requirements of the Environmental Permit and management systems at The Site. The TCM and Site Manager will have the responsibility of ensuring that appropriate control measures are in place to reduce the potential for noise impact. Regular meetings will be held to discuss ongoing and planned operations that have the potential to generate elevated noise emissions.

- 7.2. The NMP and associated control measures are reviewed on an annual basis and / or following a complaint or elevated noise issue.

List of Supporting Documents

Permit Application	Document	Reference
Part B2 – 5c	Non-Technical Summary	389/1 -- NTS - R1.1
Part B4 – 1	Waste Acceptance Procedure	389/1 -- WAP - R1.1
Part B2 – 6	Environmental Risk Assessment	389/1 -- ERA - R1.1
Part B2 – 5b	Site Condition Report	389/1 -- SCR - R1.1
Part B2 – 3d	Management System Summary	389/1 -- EMS Summary - R1.1
Part B2 – 5d	Fire Prevention Plan	389/1 – FPP - R1.1
Appendices		
Part B2 – 3	A – WAMITAB Candidate Registration	AB - HSEC0024
Part B2 – 5a	B – Green Line Boundary Plan	389/1 – Site Plan -1
Part B2 – 5a	C – Location Plan	389/1 – Site Plan -2
Part B2 – 5a	D – Sensitive Receptors Plan	389/1 – Sensitive Receptors -3
Part B2 – 5a	E – Site Layout Plan	389/1 – Layout Plan -4
Part B4 – Table 3b	F – Noise Management Plan	389/1 -- NMP - R1.1

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

Shred & Recycle Limited

5b Company registration number

05868077

Date of registration (DD/MM/YYYY)

06/07/2006

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	<input type="text"/>
Details of company secretary (if relevant) and director/s	
Title (Mr, Mrs, Miss and so on)	<input type="text" value="Mr"/>
First name	<input type="text" value="Trevor John"/>
Last name	<input type="text" value="Smith"/>
Title (Mr, Mrs, Miss and so on)	<input type="text" value="Mr"/>
First name	<input type="text" value="Andrew Richard"/>
Last name	<input type="text" value="Baldry"/>
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)	<input type="text" value="Mr"/>
First name	<input type="text" value="Trevor John"/>
Last name	<input type="text" value="Smith"/>
Address	<input type="text" value="The New Farm House, Houghton Hill Farm"/>
	<input type="text" value="Houghton"/>
	<input type="text" value="Huntingdon"/>
	<input type="text" value="Cambridgeshire"/>
Postcode	<input type="text" value="PE28 2DH"/>
Contact numbers, including the area code	
Phone	<input type="text" value="01480 432 705"/>
Fax	<input type="text"/>
Mobile	<input type="text" value="07747875465"/>
Email	<input type="text" value="shrednrecltd@hotmail.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	<input type="text"/>
--------------------	----------------------

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

Contact name	
Title (Mr, Mrs, Miss and so on)	<input type="text"/>
First name	<input type="text"/>
Last name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>

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)

Mr

First name

Andrew

Last name

Baldry

Address

The New Farm House, Houghton Hill Farm

Houghton

Huntingdon

Cambridgeshire

Postcode

PE28 2DH

Contact numbers, including the area code

Phone

01480 432 705

Fax

Mobile

Email

shrednrecltd@hotmail.co.uk

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 for an environmental permit Part B2 – General – new bespoke permit



Fill in this part of the form together with parts A and F1 if you are applying for a new bespoke permit. You also need to fill in part B3, B4, B5, B6, or B7 (this depends on what activities you are applying for).

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

You can apply online for: waste operations; medium combustion plant; and specified generator bespoke environmental permits at <https://apply-for-environmental-permit.service.gov.uk/start/start-or-open-saved>

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

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

Contents

- 1 About the permit
- 2 About the site (excludes mobile plant)
- 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

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

1 About the permit, continued

1b Is the permit for a site or for mobile plant?

Mobile plant Now go to **question 1c**

Site Now go to **section 2**

Note: The term ‘mobile plant’ does not include mobile sheep dipping units.

Mobile plant only

1c Have we told you during pre-application discussions that we believe that a mobile permit is suitable for your activity?

No

Yes

1d Have there been any changes to your proposal since this discussion?

No Now go to **section 3**

Yes You should send us a description of the activity you want to carry out, highlighting the changes you have made since our pre-application discussions

Document reference

Now go to **section 3**

2 About the site (excludes mobile plant)

2a What is the site name, address, postcode and national grid reference?

Site name

Address

Postcode

National grid reference for the site (for example, ST 12345 67890)

2 About the site (excludes mobile plant), continued

2b What type of regulated facility are you applying for?

Note: if you are applying for more than one regulated facility then go to **2c**.

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

What is the national grid reference for the regulated facility (if only one)?
(See the guidance notes on part B2.)

As in 2a above

Different from that in 2a Please fill in the national grid reference below

National grid reference for the regulated facility

Now go to **question 2d**

2c If you are applying for more than one regulated facility on your site, what are their types and their grid references?

See the guidance notes on part B2.

Regulated facility 1

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

2 About the site (excludes mobile plant), continued

Regulated facility 2

National grid reference

What is the regulated facility type?

Installation

Waste operation

Mining waste operation

Water discharge activity

Groundwater activity (point source)

Groundwater activity (discharge onto land)

Use several copies of this page or separate sheets if you have a long list of regulated facilities. Send them to us with your application form. Tell us below the reference you have given these extra sheets.

Document reference

Now go to **question 2d**

2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No

Yes If yes, tell us how you meet the conditions for a low impact installation (see the guidance notes on part B2 – 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

2e Treating batteries

Are you planning to treat batteries? (See the guidance notes on part B2.)

No

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

Document reference for the explanation

2 About the site (excludes mobile plant), continued

2f Ship recycling

Is your activity covered by the Ship Recycling Regulations 2015? (See the guidance notes on part B2.)

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

2g Multi-operator installation

If the site is a multi-operator site (that is there is more than one operator of the installation) then fill in the table below the application reference for each of the other permits.

Table 1 – Other permit application references

3 Your ability as an operator

If you are only applying for a standalone water discharge or for a groundwater activity, you only have to fill in **question 3d**.

3a Relevant offences

Applies to all except standalone surface water discharges and groundwater discharges (see the guidance notes on part B2).

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

3 Your ability as an operator, continued

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/YYYY)

Offence and penalty set

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

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

Now go to **question 3b**

Please also complete the details in **Appendix 2**.

3b Technical ability

Relevant waste operations only (see the guidance notes on part B2).

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

Please select one of the following:

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

or

We will have a certified Competence Management System within 12 months and have enclosed evidence of the contract with an accredited certification body

3 Your ability as an operator, continued

CIWM/WAMITAB scheme

Your answers below must relate to the person(s) providing technically competent management when the permitted activities start.

Please select **one** of the following:

- I have enclosed a copy of:
 - the relevant qualification certificate/s
- or
- evidence of deemed competence
- or
- Environment Agency assessment
- or
- evidence of nominated manager status under the transitional provisions for previously exempt activities

and, if deemed competent or Agency-assessed, or 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
- The technically competent manager will complete their qualification within four weeks of starting the permitted activities and I have enclosed evidence of their registration with WAMITAB or their EPOC booking as appropriate
- **For medium- and high-risk tier activities other than landfill**

The technically competent manager will complete the qualification within 12 months and I have enclosed evidence of their registration with WAMITAB and, where relevant, EPOC booking.

I understand they must complete either four specified units of the relevant qualification or an EPOC within four weeks of the permitted activities commencing

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)

First name

Last name

Phone

Mobile

Email

3 Your ability as an operator, continued

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

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.

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 (or they) (or any relevant person) 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 (all)

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.

For waste and installation permits only: your management system must also explain your resilience to climate change.

You can find guidance on management systems on our website at <https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

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)

Green dragon

Own management system

EMAS Global

Other

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

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

But not any mobile plant

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 B2.)

Document reference/s of the plans

5 Supporting information, continued

5b Provide the relevant sections of a site condition/baseline report if this applies

See the guidance notes on part B2 for what needs to be marked on the plan.

Document reference of the report

If you are applying for an installation, tick the box to confirm that you have sent in a baseline report

5c Provide a non-technical summary of your application

See the guidance notes on part B2.

Document reference of the summary

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

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

No

Yes Provide a fire prevention plan (see the guidance notes on part B2). You need to highlight any changes you have made since your pre-application discussions.

Document reference of the plan

6 Environmental risk assessment

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

Document reference for the assessments

7 How to contact us

If you have difficulty using 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.

7 How to contact us, continued

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

See the guidance notes on part B2.

Installation reference		
Condition	Response	Do you meet this?
A – Management techniques	Provide references to show how your application meets A	Yes
	References	No
B – Aqueous waste	Effluent created	Yes
	m ³ /day	No
C – Abatement systems	Provide references to show how your application meets C	Yes
	References	No
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes
	Yes	No
	No	
E – Producing waste	Hazardous waste	Yes
	Tonnes per year	No
F – Using energy	Non-hazardous waste	Yes
	Tonnes per year	No
G – Preventing accidents	Peak energy consumption	Yes
	MW	No
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids?	Yes
	Yes	No
	No	
H – Noise	Provide references to show how your application meets H	Yes
	References	No
I – Emissions of polluting substances	Provide references to show how your application meets I	Yes
	References	No
J – Odours	Provide references to show how your application meets J	Yes
	References	No
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action (as described in 'Appendix 1 – Compliance history' section of part B2 guidance notes)	Yes
		No

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

Relevant Offences – date of birth information

Please give us the following details

Name

Date of birth (DD/MM/YYYY)

Technical ability – date of birth information

Name

Date of birth (DD/MM/YYYY)

Application for an environmental permit

Part B4 – New bespoke waste operation permit



Fill in this part of the form, together with parts A, B2 and F1, if you are applying for a new bespoke permit for a waste operation. 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.

You can apply online for waste bespoke environmental permits.

Apply online for an environmental permit.

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 for?
- 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 for?

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

Fill in a separate table for each waste operation you are applying for. 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 the extra sheet.

Document reference

Types of waste accepted

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

1 What waste operations are you applying for?, 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			
For all waste operations	Total storage capacity (see note 2)			
	Annual throughput (tonnes each year)			

Notes

1 By 'capacity', we mean:

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

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

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

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

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

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 Appendix 4 and the guidance notes on part B4)

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 _____

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 B2 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)

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

3b General requirements

Fill in a separate table for each waste operation.

Table 3b – General requirements

Name of the waste operation	
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
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
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

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

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

5 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 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 for an environmental permit

Part F1 – Charges and declarations



Fill in this part for all applications for installations, waste operations, mining waste operations, water discharges, point source groundwater discharges and groundwater discharges onto land. Please check that this is the latest version of the form available from our website.

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

The form can be:

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

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

Contents

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

Each individual who is applying for their name to appear on the permit must complete the declaration in section 5. You will have to print a separate copy of the declaration page for each additional individual to complete.

1 Working out charges

You must fill in this section.

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

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

Table 1 – Type of application (fill number of activity being applied for in each column)

Installation	Waste	Mining waste	Medium Combustion Plant (MCP)/Specified Generator (SG)	Water discharge/point source discharge to groundwater	Groundwater spreading onto land

Table 2 – Charge type (A)

Charge activity reference	Charge activity description	What are you applying to do? E.g. new, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer	Amount
e.g. 1.17.3	e.g. Sect 5.2 landfill for hazardous waste	e.g. transfer	e.g. £5,561
Total A			

1 Working out charges (you must fill in this section), 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	£1,231	<input type="checkbox"/>
1.19.2	Habitats assessment (except where the application activity is a flood risk 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 emissions risk assessment (intensive farming applications only)	£620	<input type="checkbox"/>
1.19.9	Dust and bio-aerosol management plan (intensive farming applications only)	£620	<input type="checkbox"/>
	Advertising	£500	<input type="checkbox"/>
Total B			

Total charges

Total A plus total B

2 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

 Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

Date paid (DD/MM/YYYY)

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

Cheque details

Cheque made payable to

Cheque number

Amount

£

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

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

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

I have enclosed cash with my application

2 Payment, continued

Paying by credit or debit card

If you are paying by credit or debit card we can call you. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or debit card

Paying by electronic transfer BACS reference

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

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

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 and our SWIFTBIC number is NWBKGB2L.

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

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

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

Fee paid £

Date payment sent (DD/MM/YYYY)

Now read section 3 below

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

3 Privacy notice

The Environment Agency runs the environmental permit application service.

We are the data controller for this service. A data controller determines how and why personal information is processed.

Our personal information charter explains:

- your rights
- what we do with your personal information

We're allowed to process your personal information because we have official authority as the environmental regulator. We need this information to carry out a task in the public interest that is set out in law. As the data controller, when you apply for an environmental permit, we have a legal obligation to process your personal data under the Environmental Permitting Regulations. The second lawful basis for processing your personal data is to comply with this legal obligation.

We need your personal information to process your environmental permit application. If you do not give us this information we cannot issue a permit to you. After we've issued a permit to you, we use your personal information:

- to check that you're complying with your permit
- during any potential enforcement action

What personal information we collect

If you're the individual applicant, director or company secretary of a company applying or a technically competent manager we need your:

- name
- date of birth

3 Privacy notice, continued

- address
- email address

If you're the agent, consultant, employee responsible for the activity or the employee responsible for billing and invoicing we need your:

- name
- address
- email address

If you're the applicant we need details of any:

- convictions
- bankruptcy

We also collect any questions or feedback you leave, including your email address if you contact us.

Your responsibility with other people's personal information

If you've included personal information about other people on your application, you must tell them. You must provide them with a copy of this privacy notice so that they know how their personal information will be used.

What we do with your personal information

We use your personal information to help us decide whether to issue you with a permit.

The information (except dates of birth) is available online on our consultation website during the consultation period. This website is available to everyone so your information may be seen outside the European Economic Area.

After consultation we put all the information (except dates of birth) you give us in your application on our public register.

If you can demonstrate that any information you send us is commercially or industrially confidential, we'll consider withholding that information from our public register.

If you think that the information you'll send us may be a threat to national security you must contact the Secretary Of State before you apply. You must still send us that information with your application. We will not include this information on our public register unless the Secretary of State decides it can be included.

See the environmental permitting guidance for guidance on national security.

We may use your email address to contact you for user research to improve our service. You don't have to take part in the research.

Where your personal information is processed and stored

We store and process your personal information on servers in the UK. We will not host your personal information outside the European Economic Area.

We do not use your personal information to make an automated decision or for automated profiling.

How long we keep your personal information

We keep your personal information while your permit is in use and for 7 years after you surrender your permit. If the permit is for a landfill site, we keep the data for 10 years after surrender.

Removing personal information from the public register

We will remove your personal information from the public register if:

- you withdraw your application
- we refuse your application and the time limit for appealing the decision has expired or an appeal is dismissed
- the information is no longer relevant for public participation purposes under the Environmental Permitting Regulations

Contact

Our Data Protection Team gives independent advice. They monitor how the Environment Agency uses your personal information.

If you have questions or concerns about how we process personal information, or to make a complaint or request relating to data protection, please contact:

Address: Data Protection Team
 Environment Agency
 Horizon House
 Deanery Road
 Bristol
 BS1 5AH

3 Privacy notice, continued

Email: dataprotection@environment-agency.gov.uk

You can also make a complaint to the Information Commissioner's Office (ICO).

The ICO is the supervisory authority for data protection legislation. The ICO website has a full list of your rights under data protection legislation.

Now read section 4 below

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 via our website at www.gov.uk/government/organisations/environment-agency.

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

Please treat the 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 via our website at www.gov.uk/government/organisations/environment-agency.

You cannot apply for national security via this application.

Now fill in section 5

5 Declaration

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

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

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

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

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

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

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

Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

5 Declaration, continued

Name

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

First name _____

Last name _____

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

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

Today's date (DD/MM/YYYY) _____

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see 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.

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

Name

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

First name _____

Last name _____

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

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

Today's date (DD/MM/YYYY) _____

Now go to section 6

6 Application checklist

You must fill in this section.

If your application is not complete we will return it to you. If you aren't sure about what you need to send, speak to us before you submit your application.

You must do the following:

- Complete legibly all parts of this form that are relevant to you and your activities
- Identify relevant supporting information in the form and send it with the application
- List all the documents you are sending in the table below. If necessary, continue on a separate sheet. This separate sheet also needs to have a reference number and you should include it in the table below
- For new permits or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1
- Provide a supporting letter for any claim that information is confidential
- Get the declaration completed by a relevant person (not an agent)
- Send the correct fee

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

£ _____