

Alice Shaw, on behalf of
Airbag Disposal (UK) Limited
sent by email to:
alice.shaw@tetrattech.com

Our reference:
EPR/FB3702UD/V003
Date: 15/03/2022

Dear Alice Shaw,

Pre application advice – Basic service

Site: Airbag Disposal, Unit 9, Vantage Business Park, Tinsley, Sheffield, S9 1BG

Thank you for your pre application on 16/01/2023 and for taking the time to speak with me on 03/02/2023.

Pre application advice summary

- Regarding the scope of the proposed application, I can confirm that you have correctly identified the appropriate supplementary assessments required for your application;
- An air emissions risk assessment will also be required. If there is no risk associated with site activities then this needs to be demonstrated via a risk assessment; and,
- See the 'Application Fees' section, below, for review of the application fees proposed in the cover letter.

Below are details about how to apply for this permit and how much it will cost.

Forms

You will need to submit the following forms. Please ensure you download the latest version of the forms, as your application will be returned if an old version of the forms is used:

- Part A: [Application for an environmental permit: part A about you - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/application-for-an-environmental-permit-part-a-about-you)
- Part C2: [Application for an environmental permit: part C2 varying a bespoke permit - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/application-for-an-environmental-permit-part-c2-varying-a-bespoke-permit)
- Part C3: [Application for an environmental permit: part C3 vary a bespoke installation permit - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/application-for-an-environmental-permit-part-c3-vary-a-bespoke-installation-permit)
- Part F1: [Application for an environmental permit \(charges and declarations\): part F1 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/forms/application-for-an-environmental-permit-charges-and-declarations-part-f1)

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You must read all accompanying guidance when completing the forms to ensure you do not miss anything out.

Declaration

Please ensure the Declaration section is completed by each “relevant person”.

- For an application from an individual, a relevant person is the person to be named on the permit.
- For an application from more than one individual, each person who is applying for their name to be on the permit must complete the declaration – you will have to print a separate copy of the declaration page for each additional individual to complete.
- In the case of a company, a relevant person must be an active director/company secretary as listed on Companies House – <https://beta.companieshouse.gov.uk/>
- For a charity, a relevant person is a key post holder, i.e., chair, chief executive, director or trustee.

Additional information required

The following additional documents and supporting information will be required as part of your application:

Site Plan

Provide a plan clearly showing the site boundary, and plans clearly marking site layout, infrastructure and drainage arrangements.

Environmental Management System

You must also send a summary of your environmental management system (EMS). Guidance on this is available from Gov.uk:

<https://www.gov.uk/guidance/develop-a-management-system-environmental-permits>

Application Fees

The application fee will be: £30,675

Note – the supporting document supplied with the pre-application request form took into account discounts applied for multiple activities. These discounts apply for new permits only and do not apply to variations of existing permits.

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This fee is comprised of:

Activity Reference	Description	Application Type	Amount
1.16.12	Physical treatment of non-hazardous waste ¹	Normal variation	£3,965
1.16.4	Section 5.6 - temporary or underground storage of hazardous waste ²	New activity	£13,519
1.16.16	Metal recycling site - mixed metals ³	New activity	£9,463
1.19.3	Fire prevention plan	-	£1,241
1.19.5	Emissions management plan	-	£1,241
1.19.7	Noise and vibration management plan	-	£1,246
Total			£30,675

¹This fee will cover the activities as described in the supplied cover letter 'Summary of proposed activities' parts b. and c. (where the waste is non-hazardous, for example, life jackets with inflators that have been discharged).

²This is as per the cover letter. This activity has been correctly identified and is required to permit the storage of hazardous waste for treatment. As discussed, there was a minor error in the fee on the cover letter but the above fee is correct as per the 2022 Table of Charges.

³This is the most appropriate fee for the activities proposed in 'Summary of proposed activities' part a. It permits the treatment of hazardous metal waste, which includes the handling and treatment of undeployed safety equipment such as fire extinguishers and life jackets.

Please note that your application will not be processed until we receive the full application fee payment.

Additional information

Describe the methods used to ensure that there will be no release of polybrominated diphenyl ethers that are persistent organic pollutants (pbde POPs) through accidental release of plastic fractions or through emissions to sewer and how they will be controlled, captured and monitored.

Batteries will need to be removed from any waste materials before shredding may take place. Please note that if this is not the case alternative fees will apply to those outlined above.

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What happens next?

If you submit an environmental permit application then please quote this pre-application reference number: **EPR/FB3702UD/V003**

If the advice above details using the [online digital application form](#), your application can be submitted using this method. If not, please send your completed application documents via email to:

psc@environment-agency.gov.uk

Or by post to:

Environment Agency, Permitting Support Centre, Quadrant 2, 99 Parkway Avenue, Sheffield, S9 4WF

Current application timescales

Our current queues are large and we are taking longer than usual to allocate work for initial assessment, known as duly making. The table below shows our estimated queue times by application type. Please note, this is based on our average times and some applications may be picked up before or after the timescales listed below.

Application type	Estimated time to allocation
New standard rules	14-18 weeks
New bespoke	16-20 weeks
Admin variation	2-4 weeks
Minor variation	13-17 weeks
Normal variation	17-19 weeks
Substantial variation	14-18 weeks
Transfer	7-11 weeks
Surrender	17-21 weeks

Disclaimer

The advice given is based on the information you have provided, and does not constitute a formal response or decision of the Environment Agency with regard to future permit applications. Any views or opinions expressed are without prejudice to the Environment Agency's formal consideration of any application. Please note that any application is subject to duly making and then full technical checks during determination, and additional information may be required based on your detailed submission and site specific requirements and the advice given is to address the specific pre-application request.

This advice covers installations only.

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Other permissions from the Environment Agency and/or other bodies may be required for associated or other activities.

This pre-application request is now closed.

Further enquiries resulting from this response must be logged as a new request using the online form:

<https://www.gov.uk/government/publications/environmental-permit-pre-application-advice-form>

Our basic pre-application service is free and is limited to the information detailed on section 2 of the [Environmental permitting charges guidance](#) on gov.uk.

If you need more extensive or technical pre-application advice, you can ask for our enhanced pre-application service. The enhanced pre-application advice is charged at £100 per hour plus VAT. You will need to complete and submit a new online pre-application request to request enhanced pre-application advice.

If you have any questions please find my contact details below.

Yours sincerely,

Jonty Bates

Jonty.bates@environment-agency.gov.uk