

Keith Woodward  
Biffa Waste Services Limited  
Coronation Road  
Cressex  
High Wycombe  
Buckinghamshire  
HP12 3TZ

**Our ref: EPR/SP3795FZ/T003**

**Date: 02/09/2016**

Dear Mr Woodward,

**Transfer of permit is complete**

**Permit reference: EPR/SP3795FZ**

**Waste returns reference: EPR/SP3795FZ**

**Operator: Biffa Waste Services Limited**

**Facility: Cardiff Recycling, Nationwide Works, Viking Place, Roath Dock, Cardiff, CF10 4TS**

Our determination of your application for a full transfer is complete. We're satisfied that you will be the person who will operate the facility and you will comply with the requirements of the permit.

The transfer takes effect from 02/09/2016.

I enclose a notice showing the transfer details and your permit conditions. Keep this in a safe place with your other permit records.

This letter contains web links to other documents. If you aren't able to access these phone our Customer Services Centre for help.

The environmental permit should have been passed to you during the handover of the property or business. If you do not have a copy of the permit you must contact a local officer. Telephone our Customer Services Centre on 0300 065 3000 and they will put you in touch with an area officer.

You will also need to look at the document 'How to comply with your environmental permit' as this will help you understand how to meet the conditions of the permit. You can find this on our web page at:

<http://naturalresources.wales/media/2110/how-to-comply-with-your-environmental-permit.pdf>

Please look at the table below and note any of the things that apply to your permit.

Ffôn/Tel 0300 065 3433

Ffacs/Fax 0300 065 3001

Ebost/Email [magda.leonowicz@cyfoethnaturiolcymru.gov.uk](mailto:magda.leonowicz@cyfoethnaturiolcymru.gov.uk)  
[magda.leonowicz@naturalresourceswales.gov.uk](mailto:magda.leonowicz@naturalresourceswales.gov.uk)

Gwasanaeth Trwyddedu (Caerdydd), Cyfoeth Naturiol Cymru, Tŷ Cambria, 29 Heol Casnewydd, Caerdydd. CF24 0TP

Permitting Service (Cardiff), Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website [www.cyfoethnaturiolcymru.gov.uk](http://www.cyfoethnaturiolcymru.gov.uk)

[www.naturalresourceswales.gov.uk](http://www.naturalresourceswales.gov.uk)

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg  
Correspondence welcomed in Welsh and English

If...	then...
you plan to keep your records at a site other than where the activity takes place	you need to let us know within 20 working days of receiving this letter.
your permit includes pre-operational or improvement conditions	check the deadlines for completing measures and make sure you carry them out by the times stated
you are carrying out a waste operation or activity and need to submit quarterly waste returns on waste movements	<p>We will send you the relevant returns spreadsheet to complete when we send you a reminder to submit your returns.</p> <p>Further information is available on our website  <a href="http://naturalresources.wales/waste/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en">http://naturalresources.wales/waste/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en</a></p> <p>When you complete your return use the waste returns reference above.</p>
you need to submit other returns	send these to your area office. Speak to your area officer to check local arrangements.

There is an annual subsistence charge for your permit unless your permit is only for mobile plant, where instead we will charge for each deployment.

The annual charge is due on demand in the year that we issue the permit and then on 1 April each year. If you need to know more about the subsistence charge please look at the charging guidance on our website at:

<http://naturalresources.wales/media/3557/environmental-permitting-charge-scheme-guidance-2015-16.pdf>

If you have any questions about this permit please phone our Customer Services Centre on 0300 065 3000. They will put you in touch with a local area officer.

**We'd really like to hear about your experience of dealing with us in relation to your Natural Resources Wales permit application. Please give us 5 minutes of your time to complete our online survey using the following link:**

<https://naturalresources.wales/apply-for-a-permit/permitting-service-customer-survey/?lang=en>

**Hoffen glywed am eich profiad o ddelio â Chyfoeth Naturiol Cymru yn ystod eich cais ar gyfer trwydded. Os oes amser gennych, cwblhewch ein arolwg ar-lein gan ddefnyddio'r ddolen ganlynol os gwelwch yn dda:**

<https://naturalresources.wales/apply-for-a-permit/permitting-service-customer-survey/?lang=cy>

Yours sincerely

**Magdalena Leonowicz**  
**Swyddog Trwyddedu/Permitting Officer**