

Barbara Burke  
South Wales Wood Recycling Limited  
Old Post Office  
Curwen Terrace  
North Cornelly  
Bridgend  
CF33 4AW

**Our ref: EPR/QB3093HE**

**Your ref:**

**Date: 23/01/18**

Dear Ms. Burke

**Partial transfer of permit is complete**

**Permit reference: EPR/QB3093HE**

**Operator: South Wales Wood Recycling Limited**

**Facility: Alexandra Docks, East Way Road, Newport, NP20 2NP**

Our determination of your application for a partial transfer is complete. We're satisfied that the new operator will be the person who will operate the facility and they will comply with the requirements of the permit issued to them as a result of this part transfer.

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

You need to read our document 'How to comply with your environmental permit'. This will help you understand what you need to do to meet the conditions of your permit. You can find this on our web page at:

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

If you do not have internet access, please telephone our Customer Services Centre.

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

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
your permit requires you to operate in accordance with an odour management plan or a fire prevention and mitigation plan	<p>this should already be in place for your site, and be supplied upon request.</p> <p>The odour management plan guidance can be found on our website:  <a href="https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en">https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en</a></p> <p>The fire prevention and mitigation plan guidance can be found on our website:  <a href="https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en">https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en</a></p>

Ffôn/Tel 0300 065 3154

Ffacs/Fax 0300 065 3001

Ebost/Email [ella.williams@cyfoethnaturiolcymru.gov.uk](mailto:ella.williams@cyfoethnaturiolcymru.gov.uk)

[ella.williams@naturalresourceswales.gov.uk](mailto:ella.williams@naturalresourceswales.gov.uk)

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

Permitting Service, 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

	<a href="https://naturalresources.wales/permissions-and-permits/guidance-to-help-you-comply-with-your-environmental-permit/?lang=en">permissions/environmental-permits/guidance-to-help-you-comply-with-your-environmental-permit/?lang=en</a>
you are carrying out a waste operation or activity and need to submit quarterly or annual waste returns on waste movements	<p>The waste return template is available to download on our website along with supporting Information on deadlines and guidance to assist with completing waste returns:</p> <p><a href="https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en">https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/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 and submit to:  <a href="mailto:waste.returns@cyfoethnaturiolcymru.gov.uk">waste.returns@cyfoethnaturiolcymru.gov.uk</a></p>
you need to submit other returns	send these to your area office. Speak to your area officer to check local arrangements.

## Rights of appeal

If you're not happy with any permit condition that has been imposed as a consequence of the transfer you may appeal against our decision to the Welsh Ministers. You must make your appeal no later than six months after the permit issue date.

Further information about making an appeal and the forms you will need are available from the Planning Inspectorate website or from the contact details below.

The Planning Inspectorate, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ.

Phone: 029 2082 3866 / 389, Fax: 029 2082 5150 Email: [wales@pins.gsi.gov.uk](mailto:wales@pins.gsi.gov.uk)

You must send written notice of the appeal and the documents listed below to the Welsh Ministers to the respective Planning Inspectorate address above. At the same time you must send us a copy of the notice and documents to

**Centre Manager, Wales Permitting Centre Cardiff, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP**

**Phone: 0300 065 3000**

The documents are:

- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether you wish the appeal to be in the form of a hearing or dealt with by way of written representations.

You may withdraw an appeal by notifying the Welsh Ministers in writing and sending a copy of that notification to us.

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:**

<http://naturalresources.wales/permits-and-permissions/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:

<http://naturalresources.wales/permits-and-permissions/permitting-service-customer-survey/?lang=cy>

Yours sincerely

**Ella Williams**  
**Senior Permitting Officer**

cc. George Harvey: [george@swwr.co.uk](mailto:george@swwr.co.uk)

## **Waste Returns 2017 Notification**

We are writing to inform you that the waste return template has been updated for the submission of waste returns in 2017.

**Please note we can only accept the spreadsheet attached to this email for submission of returns for the reporting period 1<sup>st</sup> January – 31 March 2017 onwards (i.e. submission deadline 30 April 2017 onwards).** All return deadlines for the 2017 reporting year are listed in the table below for your convenience.

Please also be reminded that your quarter 4/annual 2016 return is due for submission to us by the 31<sup>st</sup> January 2017. It is possible for you to use the new attached 2017 return template for submission of this return as well as any outstanding returns for other historic periods.

### **Deadlines for submitting waste returns for the 2017 reporting year**

<b>Reporting Quarters</b>	<b>Deadline for return</b>
1 January to 31 March 2017	30 April 2017
1 April to 30 June 2017	31 July 2017
1 July to 30 September 2017	31 October 2017
1 October to 31 December 2017	31 January 2018

<b>Annual return period</b>	<b>Deadline for return</b>
1 January to 31 December 2017	31 January 2018

**Information copied and pasted from earlier returns' forms is not compatible, therefore cannot be accepted and will be returned.**

Information and guidance to help you complete your return can be found at:

<http://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en>

To ensure compliance with your permit, you must send us completed, accurate waste returns by the deadlines above. Late waste returns are recorded as a permit breach and therefore attract a compliance score. Scoring non-compliances could mean a higher annual subsistence charge for you. Repeated late returns will increase the score you receive and may lead to further escalation.

Please see the checklist below to help you complete your return:

#### **Checklist for completing your return**

- 1) Check the version of the form you are using, we can **only** accept version 7.3 of the Excel spread-sheet for 2017 returns.
- 2) Select correct quarter and year from drop down options
- 3) Use EPR reference number for your permit, we **won't** accept EAWML or other reference numbers-check your permit/public register if unsure:  
<http://epr.environment-agency.gov.uk/ePRInternet/searchregisters.aspx>  
Please use original EPR, not variations unless transferred and advised accordingly
- 4) Complete **all** light blue boxes, that information is mandatory-check to see if there is a drop-down option. (You can only enter data if there isn't one)
- 5) Complete from the first available cell-don't leave gaps.
- 6) Local authority area-**must select local authority** from drop down options **NOT** country

- 7) Disposal & Recovery code-unsure? Check [pick-list document](#) (available as downloadable document from our Waste Returns web page)
- 8) Waste collection authority source & biodegradable columns: select 'Yes' from drop down option or **leave blank**
- 9) Check accuracy of info and save as xls file
- 10) **MF facilities/landfills:** have you entered any extra data required?

If you have any other difficulties/queries regarding completing your return please contact your local Environment Officer.

Please be aware that if:

- Your site became operational during this period you should submit a waste return, or;
- No waste was received at your site during this period you must report a nil waste return.

If you operate a landfill please include the remaining capacity on your return form. You should report the capacity in the January return\*, however if you are unable to provide the required information at that point in time you must provide it in the following quarter's return in April.

\*(To report landfill capacity you need to give the current capacity from a survey taken during that month and provide the remaining capacity at the start of that calendar year)

Please send your completed returns to:

**Email** – [waste.returns@naturalresourceswales.gov.uk](mailto:waste.returns@naturalresourceswales.gov.uk)

**Post** – Natural Resources Wales, Tŷ Cambria, 29 Newport Road, Cardiff, CF24 0TP

If you have any questions, please contact us via email at [waste.returns@naturalresourceswales.gov.uk](mailto:waste.returns@naturalresourceswales.gov.uk) or by telephone on 0300 0653000

Yours faithfully

Waste Returns Team  
Natural Resources Wales