

This form will report compliance with your permit as determined by an NRW officer

Site	Penmaen Civic Amenity Site	Permit Ref	WP3391EP		
Operator/Permit holder	Caerphilly County Borough Council				
Regime	Waste Operations				
Date of assessment	11/03/2020	Time in	10:10	Out	10:30
Assessment type	Site Inspection				
Parts of the permit assessed	1.2, 1.3, 1.4, 2.1, 3, 4, 5,4				
Lead officer's name	Rose, Jak				
Accompanied by					
Recipient's name/position	Scott Jones / Waste Treatment and Disposal Supervisor	Date issued	19/03/2020		

Section 1 – Compliance Assessment Summary

This is based on the requirements of the permit under the Environmental Permitting Regulations or the licence under the Water Resources Act 1991 as amended by the Water Act 2003. A detailed explanation is captured in "Compliance Assessment Report Detail" (Section 2) and any actions you may need to take are given in the "Action(s)" (section 4). This summary details where we believe any non-compliance with the permit has occurred, the relevant condition and how the non-compliance has been categorised using our Compliance Classification Scheme (CCS). CCS Scores can be consolidated or suspended where appropriate, to reflect the impact of some non-compliances more accurately. For more details of our CCS scheme, contact your local office.

Permit conditions and compliance summary	CCS Category	Condition(s) breached
<p>KEY: See Section 5 for breach categories, suspended scores will be indicated as such. A = Assessed or assessed in part (no evidence of non-compliance), X = Action only, O = Ongoing non-compliance, not scored.</p>		

Number of breaches recorded	0	Total compliance score (see section 5 for scoring scheme)	0
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If the Number of breaches recorded is greater than zero, please see Section 3 for our proposed enforcement response

Section 2 – Compliance Assessment Report Detail

This section contains a report of our findings and will usually include information on:

- The part(s) of the permit that were assessed (eg. Maintenance, training, combustion plant, etc)
- Where the type of assessment was 'Data Review' details of the report/results triggering the assessment
- Any non-compliances identified
- Any non-compliances with directly applicable legislation
- Details of any multiple non-compliances
- Information on the compliance score accrued inc.
- Details of advice given
- Any other areas of concern
- Any actions requested
- Any examples of good practice
- A reference to photos taken

Officer JAK ROSE attended Penallta Civic Amenity Site for a routine visit of permit **WP3391EP** The weather conditions consisted of light drizzle with overcast conditions.

Officer ROSE was accompanied by Ricky VAUGHN – Waste Management Officer and Scott JONES – Waste Treatment and Disposal Supervisor. The site is closed every Tuesday and Friday.

The site was open to the public and operational during the visit. There were two members of staff present on site, with one other who was an engineer who goes to all six sites to undertake repairs.



All of the signage was correct and they have recently implemented new signage advising the public to show proof of their address. A photo showing a driving licence informing visitors that they must reside in the borough in order for the waste to be accepted. All staff have received training on what checks to carry out

prior to receiving the waste types.

There were some new members of staff that were spending getting some experience of the HWRC before spending some time back with the routine waste collections.

In regards to the training they provide to staff, it consists of a week period as part of their induction at the HWRC. Once they have spent one week learning how the site is operated they return to routine refuse collections. Once a group of staff have been trained they are then placed on a rota basis for the six HWRC's in the borough.

There were some damaged signage, Scott JONES acknowledged that they were in the process of putting out some new signage over the coming weeks.



Scott advised Officer ROSE that the site has been frequented by attempted break ins. These are sometimes managed by moving skip bins into the centre of the yard where the CCTV is likely to capture offenders more successfully. This has proven to be effective and please continue to ensure measures like this are implemented.

There were designated containers for WEEE that had plenty of space in them.

The site was free of litter and obstructions.

The site was free of litter and the drain interceptors are maintained on a quarterly basis by Mayglothing

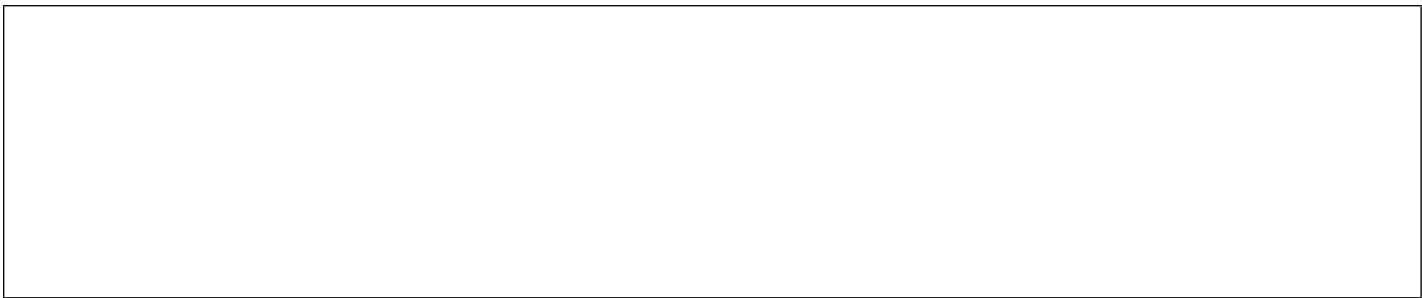
There are designated areas comprising of red triangles to indicate items that would either need repair or attention from members of staff. These were free of items but were visible and away from busy traffic areas.



N.B. The expiry date for the Continuing Competency on the Waste Return Spreadsheet needs to be updated as the date has expired

If you have any queries regarding this Compliance Assessment Report, please contact Regulatory Officer Jak Rose on 0300 065 3489, or via email at jak.rose@naturalresourceswales.gov.uk

In this document 'Natural Resources Wales' means the Natural Resources Body for Wales established by Article 3 of the Natural Resources Body for Wales (Establishment) order.



EPR Compliance Assessment Report

**Report ID:
CAR_NRW0036465**

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Operator/Permit holder	Caerphilly County Borough Council	Date	11/03/2020

Section 3 – Enforcement Response

You must take immediate action to rectify any non-compliance and prevent repetition. Non-compliance with your permit conditions constitutes an offence and can result in criminal prosecutions and/or suspension or revocation of a permit. Please read the detailed assessment in Section 2 and the steps you need to take in Section 4 below.

Other than the provision of advice and guidance, at present we do not intend to take further enforcement action in respect of the non-compliance identified above. This does not preclude us from taking enforcement action if further relevant information comes to light or advice isn't followed.

Section 4 – Action(s)

This section summarises the actions identified during the assessment along with the timescales for when they will need to be completed.

Criteria Ref.	CCS Category	Action required/advised	Due Date
See Section 1 above			

Section 5 – Compliance notes for the Operator

To ensure you correct actual or potential non-compliance we may

- Advise on corrective actions verbally or in writing
- Require you to take specific actions verbally or in writing
- Issue a notice
- Require you to review your procedures or management system
- Change some of the conditions of your permit
- Decide to undertake a full review of your permit

Any breach of a permit condition is an offence and we may take legal action against you

- We will normally provide advice and guidance to assist you to come back into compliance either after an offence is committed or where we consider that an offence is likely to be committed. This is without prejudice to any other enforcement response that we consider may be required.
- Enforcement action can include the issue of a formal caution, prosecution, the service of a notice and/or suspension or revocation of the permit.

See our Enforcement and Civil Sanctions guidance for further information

This report does not relieve the site operator of the responsibility to

- Ensure you comply with the conditions of the permit at all times and prevent pollution of the environment
- Ensure you comply with other legislative provisions which may apply

Non-compliance scores and categories

CCS category	Description	Score
C1	A non-compliance that could have a major environmental effect	60
C2	A non-compliance which could have a significant environmental effect	31
C3	A non-compliance which could have a minor environmental effect	4
C4	A non-compliance which has no potential environmental effect	0.1

Operational Risk Appraisal (Opra) - Compliance assessment findings may affect your Opra score and/or your charges. This score influences the resource we use to assess permit compliance.

Section 6 – General information

Data protection notice

The information on this form will be processed by the Natural Resources Wales (NRW) to fulfil its regulatory and monitoring functions and to maintain the relevant public register(s). The NRW may also use and/or disclose it in connection with:

- Offering/providing you with its literature/services relating to environmental matters
- Consulting with the public, public bodies and other organisations (eg. Health and Safety Executive, local authorities) on environmental issues
- Carrying out statistical analysis, research and development on environmental issues
- Providing public register information to enquirers
- Investigating possible breaches of environmental law
- Assessing customer service satisfaction and improving its service
- Freedom of Information Act/Environmental Regulations request

The NRW may pass it on to its agents/representatives to do these things on its behalf. You should ensure that any persons named on this form are informed of the contents of this data protection notice.

Disclosure of information

The NRW will provide a copy of this report to the public register(s). However, if you consider that any information contained in this report should not be released to the public register(s) on the grounds of commercial confidentiality, you must write to your local area office within fifteen working days of receipt of this form indicating which information it concerns and why it should not be released, giving your reasons in full.

Customer charter

What can I do if I disagree with this compliance assessment report?

If you are unable to resolve the issue with your site officer, you should firstly discuss the matter with officer's line managers using the informal appeals procedure. If you wish to raise your dispute further through our official Complaints and Commendations procedure, phone our general enquiry number 0300 065 3000 (Mon to Fri 08.00 – 18.00) and ask for the Customer Contact team or send an email to enquiries@naturalresourceswales.gov.uk. If you are still dissatisfied you can make a complaint to the Public Services Ombudsman for Wales. For advice on how to complain to the Ombudsman phone their helpline on 0845 607 0987.

Welsh Language

If you would like this form in Welsh please contact your Regulatory Officer.