

Pre-application reference number

Please ensure you include this in the relevant section of the application form so any pre-application advice can be linked with your application.

Reference number

EPR/GB3439DE

Part A – Basic details (must be completed for *all* new applications)

1 Officer carrying out the pre-application discussions

This is the main (lead) officer carrying out/ co-ordinating the pre-application discussions.

Name

Lara Moggridge

Job title

Senior Environment Officer

Contact details (Email/Phone number)

Lara.moggridge@cyfoethnaturiolcymru.gov.uk

Contact number

03000653099

2 EPR permit (activity) type

What is the permit (activity) category?

Waste

3 Application type

What is the application type?

Standard Rule Permit

4 Site details (not for mobile plant activities)

Site name (if known)

Race Farm

Address

Race Farm

Address

Newport Road

Town/City

New Inn,

County

Pontypool

Post code

NP4 0TP

Grid reference (if no postcode)

5 Applicant (operator) type (choose one)

- An individual ☐
- An organisation of individuals (for example, a partnership) ☒
- A public body (such as a local council) ☐
- A registered company or other corporate body ☐

6 Applicant (operator) details

For **new permit and transfer** applications; this is the 'legal' name you want to appear on the permit, if we're able to issue.

For **existing permits**; this must be the name on the current permit (unless you're applying to correct or reflect name changes).

If the applicant/operator is a **registered company**; the name and address *must* match the details held on the Companies House website.

Name	Mr. Andrew Morgan and Mr. Peter Morgan
Address	Race Farm
Address	Newport Road
Town/City	New Inn
County	Pontypool
Post code	NP4 0TP

Part B – Pre-application discussions

This section is a record of our pre-application discussions. You can use the information in this section to help put your application together.

If you follow the advice set out below, we will be more likely to consider your application as complete (duly made) on arrival – and will be able to process it quicker.

1 Site details (not for mobile plant applications)

If your details have changed since your initial enquiry/ request for pre-application advice, we will include your new details, below. It's important to ensure your details are correct, so that when you apply we can match your application to our records.

Same as in Part A	<input checked="" type="checkbox"/>
Site name	
Address	
Address	
Town/City	
County	

Post code

Grid reference (if no postcode)

2 Applicant (operator) details

If your details have changed since your initial enquiry/ request for pre-application advice, we will include your new details, below. It's important to ensure your details are correct, so that when you apply we can match your application to our records.

Same as in Part A



Name

Address

Address

Town/City

County

Post code

3 Meeting or discussion dates

Why do we record this? Standards can change over time. If we know when we gave you the information that influenced your application, we can quickly see if there's a change you might not have anticipated. For example, if we gave you pre-application advice in March and you sent your application to us in November, you may not have known to include information about a change that happened in August. But, we would be able to spot this, based on *when* we last spoke to you.

Date of pre-application meeting (if relevant)

05/04/2018

Date completed pre-application advice given

4 Time spent providing pre-application advice and guidance

Why do we record this? We offer a free pre-application advice and guidance service based on a set number of hours. We need to understand how our time is being spent when providing pre-application advice and guidance, so that we can improve the service and ensure that we recover costs when customers would like to continue discussions beyond the 'free period'.

Total time spent (in minutes)

45

5 Description of what you want to do

This is a summary of the new activity or changes you want to make. This is our understanding of what you want to do, based on the information you gave us during discussions.

If you change your mind and want to do something different, you should set out the changes in the supporting information, when you send your application to us. This will help us process the application quicker.

Permit reference EPR/ GB3439DE. The operator intends to surrender the standard rules permit SR2008No16. The operator/applicant considers that they can operate within the limits of the T23 exemption. The volumes and types of waste accepted on site have been assessed and NRW officers consider that, provided the conditions are met, operations could be more suited to a T23 exemption. Current operations haven't been expanded enough to utilise the full permit potential, and unless

operations are expanded to accept larger tonnages the operation as a permitted activity is not viable. The waste accepted is single stream green waste, and the resultant compost is only used within the farm area under other exemptions (U10). The operator will keep comprehensive records in order to demonstrate compliance with the exemption limits and conditions and transfer of waste between exemptions.

A low risk surrender has been discussed and agreed as the activities will be continuing on the site under a lower risk permit regime (T23 exemption). Therefore, the operator can submit a low risk surrender and pay the reduced fee of £2532. The requirement for a site condition report was discussed and the H5 guidance will be sent in an email.

6 Details of our pre-application advice

The advice set out below is based on the information you provided to us during our pre-application discussions. If your circumstances change, or you want to operate in a different way, the standards you need to meet may change, and the advice may no longer be completely accurate.

Please note: By using our pre-application service, you (the customer) acknowledges and agrees that:

- any advice given or materials or documentation provided by us, do not constrain or bind us in respect of our statutory functions or our role as a Statutory Consultee;
- any advice we give does not bind us in respect of any future decisions we may make in determining the application;
- any views or opinions expressed in providing the advice is without prejudice to the consideration we are required to give the application as the body with a statutory responsibility for its determination;
- we will make our final decision as to whether a permit can be granted/issues based on all the relevant information available to us when the application is made;
- we cannot and do not give any guarantee as to its determination whether or not to grant the application, or as to the nature of any conditions which may be attached to any permit granted;
- any advice we give in providing the services may be overtaken by changes in available information, law, policy and guidance relevant to the application;
- we shall be entitled to publish, present or use the methods and results arising out of providing the services in any way we consider appropriate.

You can find more [permitting guidance](#) and advice on 'How to apply for an environmental permit' on our Website. We strongly recommend you read all applicable guidance *before* you apply – especially if you want to operate under one of our standard rule permit options.

Environment management system

How does the 'Industrial Emissions Directive' affect your activity?

N/A

Main environmental risks associated with the activity

Risks to sensitive receptors (protected sites, protected species, water courses, human occupation etc.)

Drainage/infrastructure requirements (foul sewer connection, surface water discharge, impermeable surface, interceptors etc.)

Other site-specific considerations you need to address in your application

Technical competency (for relevant waste activities only)

Please refer to the standards set out in the ticked section, below.

(i) For new applications and variations to add a waste activity, for the first time ☐

Proof of appropriate technical competency is required to be held by the TCM (technically competent manager) for the site for all new applications (bespoke or standard rules). This can be in the form of WAMITAB certificates.

You must submit both the original and continuing competence (where appropriate), or proof of enrolment on the approved scheme for the proposed activity, with four weeks from permit issue to gain the low risk qualification and twelve months to gain the full qualification required.

(ii) For transfers (whole or part) ☐

For transfers the appropriate qualification needs to be held by the TCM prior to a permit being transferred. There is no grace period to gain the qualification for permit transfers.

Opra (for Opra based applications only)

Please refer to the standards set out in the ticked section, below.

(i) An Opra profile is **not** needed for this application ☒

(ii) You must submit an electronic Opra profile with your application – see below for details. ☐

We require the Opra profile to be submitted in Excel format using the current template which is available on our website (see links above).

For existing/operational sites, the Opra profile should match what we have on record.

Site plan

(i) A site plan is **not** needed for this application. ☐

(ii) You must submit a site plan with your application – see below for details. ☒

Please refer to the application form guidance for full details of what should be included in your site plan. As a minimum, we require at least the following:

- Permit boundary outlined in green
- Be dated and include a reference
- Drawn accurately and to a defined scale
- Shows local features to place the site within its local environment
- Any sensitive receptors should be clearly indicated
- Any discharge/monitoring point should be clearly indicated and referenced

Confidentiality and National Security

If you wish to claim either Confidentiality (commercial or industrial) or National Security you **must** provide evidence to support your claim, with the application.

We will assess your claim when the application is received and will let you know in writing, whether we approve your claim.

The 'Declaration'

The declaration **must** be signed by a **relevant person**. Please see our application forms and guidance for more information on who is a relevant person.

For a company

The declaration must be completed by a relevant person as listed on Companies House. Relevant persons in the case of a company relate to anyone named as a director, manager or company secretary on the current appointments list on Companies House.

If you wish for someone else employed by the company to sign the declaration we will need a letter signed by a relevant person, confirming that the person has the authority sign the declaration. Otherwise have the declaration completed by a relevant person.

For a partnership or group of individuals

All persons that make up the partnership/group of individuals must sign the declaration.

Other types of applicant/ operator

This needs to be a relevant manager or equivalent who has the authority to sign on behalf of the applicant.

Application forms and supporting information (general information)

Application forms

All environmental permit application forms are available on our website <http://www.naturalresources.wales>

You can also request forms from our Customer Contact Centre. Email: enquiries@naturalresources.wales or call 0300 065 3000 (8am to 6pm Monday-Friday).

Waste facilities: You can use the table in [Annex 1](#) for an outline of the different parts of our application form and supporting information you need to submit with your application. Please note, this list is not exhaustive and we may need additional information from you, especially if your activity is novel or complex.

Supporting information

You can find all the guidance you need to make an application on the 'Apply for a permit or licence' pages of our website: <http://www.naturalresources.wales>

Please note: From time to time, we may direct you to guidance on other websites (such as the Environment Agency's pages). Where our website directs you to do this, you can rely on and use the standards set out by the third party. Where we do not direct you, you should always use the relevant guidance for Wales.

The guidance documents which accompany our application forms will help you understand the technical standards to follow when putting supporting information together.

Part C – What can you expect if we grant your permit? (for new permits and transfers)

If we're able to grant you a permit or issue the transfer of ownership you've requested, we'll let you know and issue you with a permit document containing conditions. We want to make sure you know what to expect after this.

As a permit holder, you must be able to:

- show us that you're doing what's required in your permit conditions
- supply all of the reports and information required by your permit and relevant legislation
- pay annual fees* to cover the cost of regulation (site based permits only)
- show us that you continue to meet the legal definition of 'operator'
- stay technically competent to carry out the permitted activities and be able to show this to us

If you think that you will not be able to do any of the above, or have concerns about how to meet these requirements, you should talk to us about them before you apply.

* Annual fees must be paid for every year you hold a permit, even if you do not carry out any activities. You are liable to pay annual fees until such time as you transfer ownership of the permit in full, surrender it or it is revoked.