



# Application for an environmental permit:

## Part C4 – Varying a bespoke waste operation permit

**Fill in this part of the form, together with parts A, C2 and F1, if you are applying to vary (change) the conditions or any other part of the permit.**

Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please read through this form and the guidance notes that

came with it. All relevant guidance documents can be found on our website.

### Contents

- 1 What waste operations are you applying to vary?
- 2 Emissions to air, water and land
- 3 Operating techniques
- 4 Monitoring
- Appendix 1 – Specific questions for waste facilities that accept clinical waste
- Appendix 2 – Specific questions for waste facilities that accept hazardous waste
- Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes
- Appendix 4 – Specific questions for inert landfills

## 1 About your activities

### 1a What waste operations are you applying to vary?

Fill in Table 1a with details of what you are applying to vary.

Fill in a separate table for each waste operation you are applying to vary. Use a separate sheet if you have a long list and send it to us with your application form.

Tell us the document reference.

Document reference

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### Notes to help you complete Table 1a:

**1** This is the type of activity you are permitted to carry out. For example, household, commercial and industrial waste transfer or in-vessel composting.

**2** Use the description from the guidance. Include any extra detail that you think would help to accurately describe the activity.

**3** The R (recovery) and D (disposal) codes are as set out in Annex I and/or Annex II of the European Waste Framework Directive (as amended).

**4** By 'capacity', we mean:

- the total landfill capacity (cubic metres) for landfills
- the total treatment capacity (tonnes each day) for waste treatment
- the total storage capacity (tonnes) for waste storage operations.

**5** By 'total storage capacity', we mean the maximum amount of waste, in tonnes, you are able to store on the site at any one time.

Table 1a – Waste operations which do not form part of an installation					
Waste operation name (See note 1)	Description of the waste operation (See note 2)	Annex I or Annex II (disposal and recovery) codes (See note 3)	Hazardous waste treatment capacity (if this applies). (See note 4)	Non-hazardous waste treatment capacity (if this applies). (See note 4)	
METAL RECYCLING	COLLECTION OF METAL FROM WASTE MANAGEMENT FACILITIES FOR RECYCLING	R04	—	500 tonne	
ELV ATF	COLLECTION OF WASTE OIL FROM VEHICLES FOR RECYCLING	R12	4000 litres	—	
For all waste operations	Total storage capacity of non-hazardous waste (see note 5)	Total storage capacity of hazardous waste (see note 5)		Total annual throughput (tonnes each year)	
	500 tonne	4000 Litres		12,000	

### 1b What waste types do you want to accept?

For each line in Table 1a, fill in a separate document to list those types of waste you will accept onto site for that activity. Give the List of Wastes catalogue code and description.

If you need to exclude wastes from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

If you want to accept any waste with a code ending in 99, you must provide more information and a full description in the document.

You can use Table 1b as a template.

Please provide the reference for each document.

Document references

1b

**Table 1b – Template example: types of waste accepted and restrictions**

Waste code	Description of waste
Example	Example
02 01 08*	Agrochemical waste containing dangerous substances
06 01 02*	Hydrochloric acid

### 1c Deposit for recovery purposes (see guidance notes on part C4)

**1c1** Are you applying for a waste recovery activity involving the permanent deposit of waste in or on land, for construction, restoration or land reclamation?

No ☒ Go to section 2

Yes ☐

**1c2** Have we confirmed that we believe the activity is waste recovery?

No ☐ We recommend you confirm the activity is recovery with us, before you apply.

Yes ☐

**1c3** Have there been any changes to your proposal since the pre-application discussion?

No ☐

Yes ☐ We recommend you confirm the effect of changes with us, before you apply.

**1c4** Please send us a copy of your waste recovery plan that complies with the guidance on waste recovery plans and permits. You can access this guidance via the guidance pages of our website.

Document reference

## 2 Emissions to air, water and land

Fill in Table 2 below with details of the emissions that result from the operating techniques at each of your waste operations (activities).

Fill in one table for each waste operation (activity). You can use Table 2 as a template. Please provide the reference for each document.

Document references

NO NEW ACTIVITIES, JUST FROM  
A DIFFERENT SOURCE

Waste Code	Description of waste
13 02 04*	mineral - based chlorinated engine, gear and lubricating oils
13 02 05*	mineral - based non-chlorinated engine, gear and lubricating oils
13 02 06*	synthetic engine, gear and lubricating oils
13 02 07*	readily biodegradable engine, gear and lubricating oils
13 02 08*	other engine, gear and lubricating oils
19 12 02	Ferrous metal from mechanical treatment of waste

Table 2 – Emissions (releases)				
Waste operation name				
<b>Point source emissions to air</b>				
Emission point reference and location	Source	Parameter	Quantity Unit	Unit
<b>Point source emissions to water (other than sewers)</b>				
Emission point reference and location	Source	Parameter	Quantity Unit	Unit
<b>Point source emissions to sewers, effluent treatment plants or other transfers off site</b>				
Emission point reference and location	Source	Parameter	Quantity Unit	Unit
<b>Point source emissions to land</b>				
Emission point reference and location	Source	Parameter	Quantity Unit	Unit

### 3 Operating techniques

#### 3a Technical standards

Fill in Table 3a for each operation you refer to in Table 1a above, and list the relevant technical guidance note (TGN) or notes you are planning to use. If you are planning to use the standards set out in the TGN, there is no need to justify using them.

You must justify your decisions in a separate document if:

- there is no technical standard;
- the technical guidance provides a choice of standards; or
- you plan to use another standard.

This justification could include a reference to the Environmental Risk Assessment provided in section 7 of part C2 (General bespoke permit) of the application form. The documents should summarise the main measures you use to control the main issues identified in the H1 assessment or technical guidance.

For each of the activities listed in Table 3a, describe the type of operation and the options you have chosen for controlling emissions from your process.

Fill in one table for each waste operation (activity). You can use Table 3a as a template.

Please provide the reference for each document.

Document references

Table 3a – Technical standards		
Waste operation name		
Description of waste operation	Relevant technical guidance note. You will need to refer to 'How to comply' for all permits.	Document reference (if appropriate)
	'How to comply'	

If appropriate, use block diagrams to help describe the operation and process. Give the document references you use for each diagram and description.

Document references

### 3b General requirements

Fill in a separate Table 3b for each waste operation (activity). You can use Table 3b as a template. Please provide the reference for each document.

Document references

Table 3b – General requirements	
Waste operation name	
If the TGN or H1 assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references
If the TGN or H1 assessment shows that odours are an important issue, send us your odour management plan	Document reference or references
If the TGN or H1 assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references
If our fire prevention guidance or your H1 assessment shows that fire risk is an important issue, send us your fire management plan	Document reference or references

### 3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit.



For those activities listed below, you must answer the questions in the related Appendix.

Table 3c – Questions for specific sectors	
Sector	Appendix
Clinical waste	See the questions in appendix 1
Hazardous waste recovery and disposal	See the questions in appendix 2
Recovery to land for agricultural benefit of compost like outputs from the treatment of municipal mixed wastes	See the questions in appendix 3
Inert landfill	See the questions in appendix 4

## 4 Monitoring

### 4a Describe the measures you use to monitor emissions by referring to each emission point in Table 2 above

You should also describe any environmental monitoring. Tell us:

- how often you use these measures;
- the methods you use; and
- the procedures you follow to assess the measures.

Document references

### 4b Point source emissions to air only

Provide an assessment of the sampling locations used to measure point source emissions to air. The assessment must use Technical Guidance Note M1 (Monitoring). This is available in the Guidance section on our Website.

Document references

## Appendix 2 – Specific questions for the hazardous waste recovery and disposal sector

Note: If your procedures are fully in line with the standards set out in SGN 5.06 then you should tick the 'yes' box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

**1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.1 of SGN 5.06, and which are used to assess a waste enquiry before it is accepted at the facility?**

No ☐ Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference

Yes ☒ Document reference

Ap 2, 1a Nds 1-3

**2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.2 of SGN 5.06, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?**

No ☐ Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

Ap 2, 2

**3 Are waste storage procedures and infrastructure in place that are fully in line with the appropriate measures set out in section 2.1.3 of SGN 5.06?**

No ☐ Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference

Yes ☒ Document reference

Ap 2, 3

**4 Provide a layout plan giving details of where the facility is based, the infrastructure in place (including areas and structures for separately storing types of waste which may be dangerous to store together) and capacity of waste storage areas and structures**

Document references

Ap 2, 4

**5 Provide a summary of the treatment activities carried out on the facility. This should cover the general principles set out in section 2.1.4 of SGN 5.06 and the specific principles set out in sections 2.1.5 to 2.1.15 as appropriate of SGN 5.06**

Document references

NO TREATMENT  
STORAGE ONLY

**6 Provide layout plans giving details of where each treatment plant is based, the main items at each plant, and process flow diagrams for the treatment plant**

Document references

Ap 2, 6





## STANDARD OPERATING PROCEDURE No 3

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### HAZARDOUS WASTE ACCEPTANCE OPERATIONS

#### Summary

The transfer and treatment operations must be operated at all times to ensure compliance with the Hazardous Waste Regulations and the conditions of the Environmental Permit. The hazardous waste procedure is to check the documentation for every load and to ensure that hazardous waste documentation is correct and that as the consignee ( person receiving waste ) Phoenix Metals & Demolition Ltd has the permit to accept the waste. The documentation checks are to ensure that the waste delivered is permitted under the Environmental Permit and that when the waste is inspected any non compliant loads are rejected. You should communicate any unusual loads to the site manager.

#### When carriers don't need a consignment note

If domestic hazardous waste is brought to site by the householder, such as lead/acid batteries or ELVs, they will not need a consignment note. NOTE: if a contractor moves hazardous waste from a domestic property they DO need a consignment note.

However, when such waste is moved from Phoenix Metals & Demolition Ltd 's site it must be consigned.

#### For all other hazardous waste a consignment note is needed

No waste can be accepted which is not on the list of wastes in the permit. Hazardous wastes are marked with an asterisk \* in the list of waste in the permit as follows :



### STANDARD OPERATING PROCEDURE No 3

Permitted Waste Categories	European Waste Catalogue Chapter
16 Waste Not Otherwise Specified in the List	16 01 End of life vehicles from different means of transport ( including off road machinery ) and wastes from dismantling of end of life vehicles and vehicle maintenance ( except 13,14,16 06 and 16 08 ) 16 01 03 end of life tyres 16 01 04* end of life vehicles 16 01 07* oil filters 16 01 11* brake pads containing asbestos  16 06 batteries and accumulators 16 06 01* lead batteries
20 Municipal Wastes (Household Waste and Similar Commercial, Industrial and Institutional Wastes) including separately	20 01 Separately collected fractions 20 01 33* batteries and accumulators included in 16 06 01. 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries

For hazardous waste brought to the site check :

That the carrier has a consignment note which relates to the waste being carried. The waste producer ( consignor ) should have completed PART A and PART B and PART D of the form.

- Ensure that the consignment note code is completed.
- The address must include a post code.
- There must be a Premises Code UNLESS site waste came from is exempt in which case there should be N/A or EXEMPT written here.
- The consignor should have completed this section with Phoenix Metals & Demolition Ltd's details as the place the waste is being taken to.
- Ensure Part B is completed fully. Note: there is now a requirement to use the European Waste Catalogue (EWC) codes when describing the waste. This must be checked against the EWC list of permitted wastes.
- Check Part D is signed and dated along with the time

The carrier should have completed PART C

- Check the carrier has completed their details
- The carrier should have signed and dated the form and put the time of collection of the waste
- The carrier should be a registered waste carrier and should have put their details in Part C. NOTE some carriers are exempt from the need to be registered
- Regularly check that these carrier details are correct on NRW web site
- If a sub contractor is used they need to be registered as a carrier



HP2 Ia (3)

## STANDARD OPERATING PROCEDURE No 3

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If any of these parts are NOT completed correctly you cannot amend them except in an emergency and with agreement of the Environment Agency/Natural Resources Wales.

If you are happy with all sections of the consignment note and you have visually inspected the load to ensure it appears to comply with the consignment note complete PART E. Keep a copy and give one to the carrier.

### REJECTED LOADS

If hazardous waste arrives on site which does not have a consignment note, does not confirm with the consignment note, has not been consigned to Phoenix Metals & Demolition Ltd or is not allowed by the permit it must be treated as a rejected load.

- Do not complete Part E of the consignment note in the usual way but write in here that the waste has been rejected and say why. If there is no consignment note you will need to write a written explanation with details ( see manager for full details )
- Keep one copy of the note
- Give one to the carrier
- Send a copy to the consignor ( producer ) as soon as possible.
- Advise the carrier to call the Environment Agency/Natural Resources Wales on 08708 506506
- If you have any doubts about further action contact the site manager and/or Environment Agency/Natural Resources Wales on 08708 506506

THIS IS A BRIEF SUMMARY OF PROCEDURES IF YOU HAVE ANY CONCERNS CONTACT THE SITE MANAGER IMMEDIATELY

Do not forget that you will need to send a Consignee's Return to a Producer . No more than four months after the waste left the producer you must send a document, called the "Consignee's Returns to a Producer or Holder", to show that Phoenix Metals & Demolition Ltd has received the hazardous waste. We must tell them what we have done with their waste e.g. transferred it etc.



## STANDARD OPERATING PROCEDURE No 02

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Note: there is now a requirement to use the European Waste Catalogue (EWC) codes when describing the waste. This should be checked against the EWC list of permitted wastes.

### 3) Waste Reception

For each load of waste arriving at the site the following checks must be made

- Check the details on the waste transfer note (waste type (EWC Code), description, quantity, carrier and any waste characterisation information)
- Clarify any details with the driver if necessary
- Verify the customers name and address with photo driving licence or passport and recent ( last 3 months ) utility bill or shotgun licence
- If the customer does not have verification document available then accept waste from them, provide them with top copy of transfer note and ask them to return for payment with ID as above
- Inspect for any unauthorised the waste as far as possible ( level 2 assessing )
- Determine if the waste is permitted under the permit
- Make a record of the waste received completing the Duty of care transfer notes if applicable. A copy should be retained for filing.

### 4) Wastes considered to by Not Permitted by the Waste Permit

- Advise the driver to find an alternative site, or
- The waste producer should be contacted for clarification
- If the waste is then accepted the driver must be notified that if the waste when tipped is found to be unacceptable it will be reloaded and a handling charge made.

***For any rejected loads, the Load Rejection Record must be completed***

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## **STANDARD OPERATING PROCEDURE No 04**

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### **WASTE STORAGE**

#### **PURPOSE**

The site operations must be operated at all times in accordance with the conditions of the waste permit. The waste deposit procedures are in two parts. The first part is an inspection on wastes and documentation as described in SOP No 01, No 2 and No 3. The inspection at the acceptance stage is to ensure that the waste delivered and stored is as expected when the waste is booked in by the site operative. If the waste does not conform to the description this procedure deals with reloading and quarantine of the load.

#### **Key Responsibilities**

The site manager has overall responsibility for the operation and running of the site. The deposit of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or their designated foreman.

#### **1) Waste Deposit – Operational Procedure**

- Ensure that the vehicle drivers comply with the instructions issued by the site operative. Direct vehicles delivering waste to the location where the waste is to be deposited. All waste accepted at the site must only be stored within the area as shown by the permit boundary.
- The appropriate areas of the site for deposit are as shown on Working Plan drawing no. 3: -
  - Waste transfer buildings for non ferrous metals
  - External areas/bays for scrap metal waste
  - End of life vehicles to de-polluting shed/storage area
  - Batteries to batteries store
  - Tyres in tyre storage area ( maximum 50 tonnes )

#### **INSPECTION AT THE DEPOSIT AREA**

- When the waste is deposited complete a visual inspection
  - Appropriate PPE must be worn when waste is handled and may include protective gloves, safety boots, hard hats and overalls
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## STANDARD OPERATING PROCEDURE No 04

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- Any non compliant wastes shall be dealt with in accordance with SOP 02. Non compliant wastes shall be reloaded back into the vehicle which has tipped the waste or if the vehicle has left the site the waste shall be stored in a covered quarantine skip.
- In the event of an unauthorised deposit which appears to consist of or contain a hazardous substance the following steps **may** need to be taken :
  - Evacuate the immediate area if appropriate to the waste type.
  - Isolate the waste
  - Inform the Site Manager or his nominated deputy immediately.
  - If the waste is on fire or there is a risk of explosion contact the Site Manager or his nominated deputy.
  - Keep the site tidy and ensure that all loose waste lying within the site is collected by the end of the working day.

### Contingency plans

The site manager will ensure that waste storage quantities do not exceed the permitted capacity of the site. If the volumes are reaching the capacity of the site the manager will look to finding new outlets for materials and if needed will cease accepting certain waste types at the facility which are reaching critical storage levels.

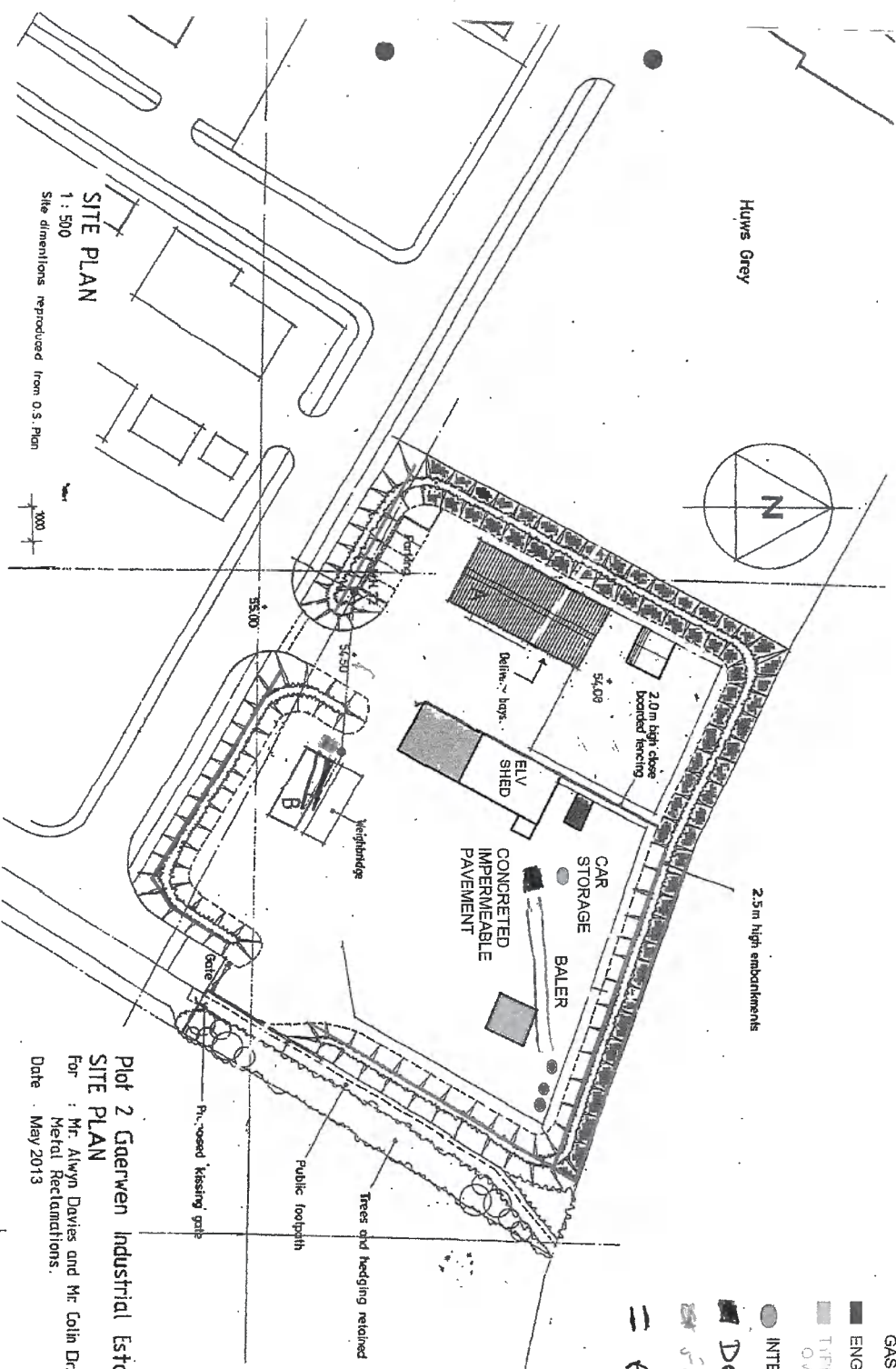
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Ap 2.6

**Site Plan**

Working Plan Drawing No.3

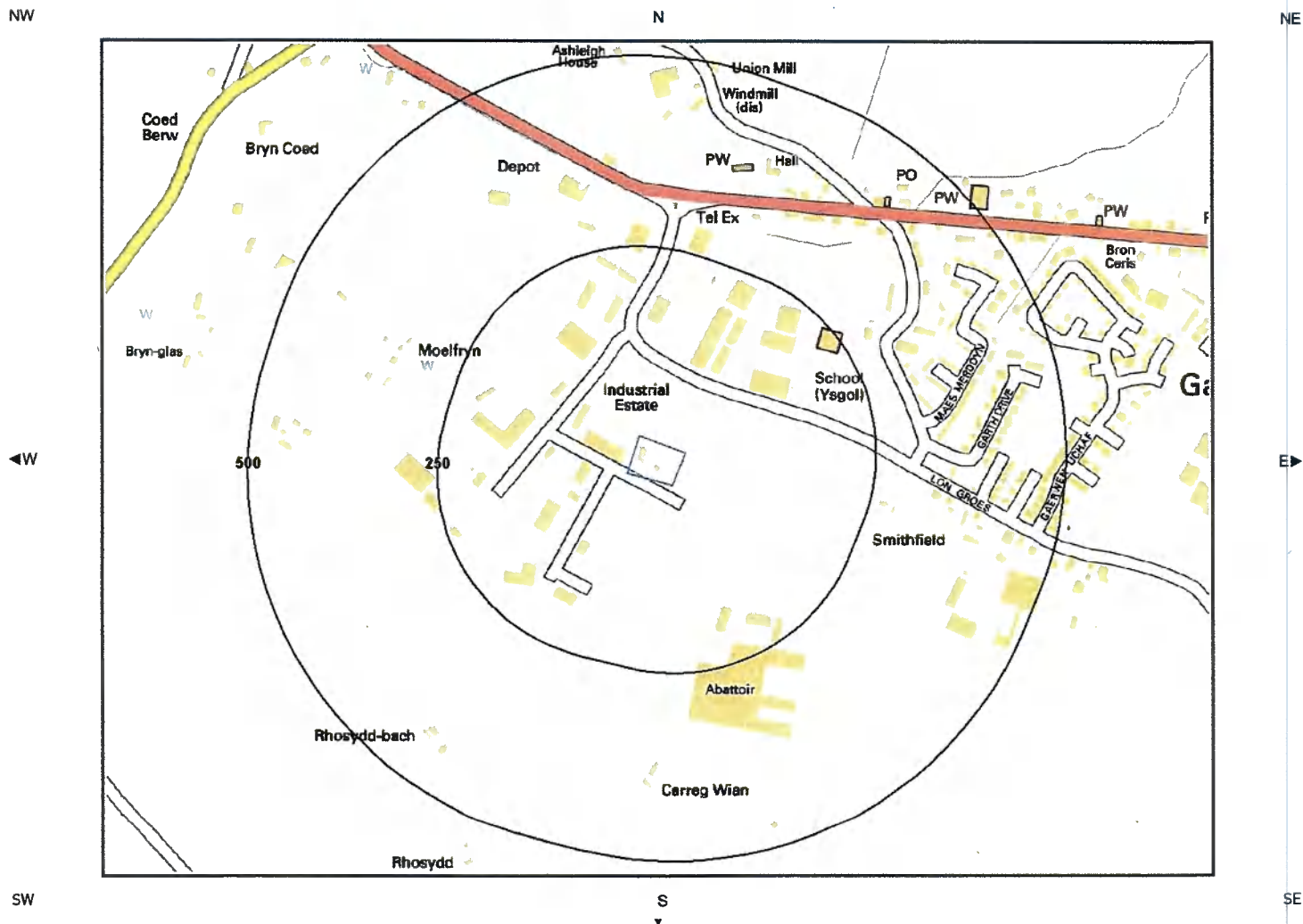


- EARTH BUND
- 2.4m CONCRETE WALL
- TREES ON BUND
- BATTERY STORAGE AREA
- GAS CYLINDERS
- ENGINE SKIP
- TIRE
- INTERCEPTORS
- Drain to intercept for soil subsidence = pipes

**SITE PLAN**  
1:500  
Site dimensions reproduced from O.S. Plan

**Plot 2 Gaerwen Industrial Estate.**  
**SITE PLAN**  
For : Mr. Alwyn Davies and Mr. Colin Davies  
Metal Reclamations.  
Date : May 2013

## 6 Environmental Setting Map



### Environmental Setting Legend



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	Site Outline		SAC		SSSI		NNR		World Heritage Sites
	Search Buffers (m)		SPA		Ramsar		LNR		Environmentally Sensitive Areas
			Areas of Outstanding Natural Beauty		National Parks				

Report Reference: [SG-BAR-1001188](#)

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If you would like any further assistance regarding this report then please contact SiteGuard Helpline on (T) 08444 159 000, email: [helpline@groundsure.com](mailto:helpline@groundsure.com)

### Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

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**1 Provide an accurate and reliable characterisation of your compost like outputs (CLO). This should be based on sampling and analysis of the CLO produced by the mechanical, biological treatment (MBT) process over a 12 month period and in accordance with section 2 of TGN 6.15**

Document references

**2 Provide an agricultural benefit assessment for the use of your CLO. This should be based on section 2 of TGN 6.15 and should be signed and dated by an appropriate technical expert**

Document references

**3 Provide a site specific risk assessment of risks to soil and food chain receptors. This should be based on Schedule 2 of TGN 6.15 and include a map with a green outline showing the boundary of the area being treated and include:**

- locations where the waste will be stored and spread;
- any spring, well or borehole used to supply water for domestic or food production purposes that is within 250 metres of the area being treated;
- any spring, well or borehole not being used for domestic or food production purposes that is within 50 metres of the area being treated;
- any European designated sites (candidate or Special Area of Conservation, proposed or Special Protections Area in England and Wales or Ramsar Site) or Sites of Special Scientific Interest (SSSI) which are within 500 metres of the place where waste is to be stored or spread;
- the location of public rights of way;
- any Groundwater Source Protection Zones;
- surface watercourses;
- any buildings or houses within 250 metres of the area being treated;
- land drains within the boundary.

Document references

**4 Are the technical standards and measures fully in line with those set out in section 3 of TGN 6.15?**

Yes ☐

No ☐ Provide justification for departure from TGN 6.15 and a copy of the proposed technical standards, measures or procedures.

Document reference

## Appendix 4 – Specific questions for inert landfills

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### 1 Provide your Environmental Setting and installation Design (ESID) report

Document references

### 2 Have you completed a hydrogeological risk assessment (HRA) for the site?

No ☐

Yes ☐ Document reference

Note: For inert landfills, this is only necessary in certain cases. Refer to our guidance 'Environmental Permitting Regulations: Inert Waste Guidance, Standards and Measures for the Deposit of Inert Waste on Land'. This can be downloaded from our guidance webpages.

### 3 Provide your stability risk assessment (SRA) for the site

Document reference

### 4 Have you completed a landfill gas risk assessment (LFGRA) for the site?

No ☐

Yes ☐ Document reference

Note: For inert landfills, this is only necessary in certain cases. Refer to guidance 'Environmental Permitting Regulations: Inert Waste Guidance, Standards and Measures for the Deposit of Inert Waste on Land'. This can be downloaded from our guidance webpages.

Templates for these four reports can be found using the links on our Guidance Webpages.

### 5 Provide your proposed plan for closing the site and your procedures for looking after the site once it has closed

Document references

## Appendix 1 – Specific questions for the clinical waste sector

Note: If your procedures are fully in line with the standards set out in EPR 5.07 then you should tick the 'yes' box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

**1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07 and which are used to assess a waste enquiry before it is accepted at the facility?**

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

**2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?**

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

**3 Are waste storage, handling and dispatch procedures, and infrastructure in place that are fully in line with the appropriate measures set out in section 3.2 of EPR 5.07?**

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

**4 Are monitoring procedures in place that are fully in line with the appropriate measures set out in section 3.3 of EPR 5.07?**

No ☐ Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes ☐ Document reference

**5 Are you proposing to either**

- accept an additional waste not included in Table 2.1 of section 2.1 of EPR 5.07, or
- apply a permitted activity to a waste other than that identified for that waste in Table 2.1?

No ☐

Yes ☐ You must provide justification

Document reference

**6 Please provide a summary description of the treatment activities undertaken on the facility. This should cover the general principles set out in section 2.1.4 of EPR 5.07**

Document references

**7 Please provide layout plans detailing the location of each treatment plant and main plant items and process flow**

Document references