



PERMIT



OUTGOING



ASiantaeth yr  
AMGYLCHEDD  
ENVIRONMENT  
AGENCY

## Waste management licence

Environmental Protection Act 1990

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### **Cuddy Demolition and Dismantling Ltd**

Tank Farm Road  
Llandarcy  
Neath  
SA10 6EN

Authorisation number

EAWML34188

Effective date

1<sup>st</sup> of February 2002

#### **Asiantaeth yr Amgylchedd Cymru**

Glan Tawe, 154 Ffordd Sant Helen, Abertawe, SA1 4DF  
Ffon: 01792 645300 Ffacs: 01792 648652

#### **Environment Agency Wales**

Glan Tawe, 154 St Helens Road, Swansea, SA1 4DF  
Tel: 01792 645300 Fax: 01792 648652

**Informative**

The WM Licence (EAWML 34188) was issued on the 1/2/02 with the name Cuddy Dismantling & Demolition, however the name should have read **Cuddy Demolition & Dismantling**. The Licence sheets have now been re issued with the correct name.

Neil Herbert



**Authorisation**

Environmental Protection Act 1990

## Waste management licence

Authorisation Number

**EAWML34188**

Facility type

**TRANSFER STATION**

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grants a waste management licence authorising the KEEPING of controlled waste on the land specified below, to  
**Cuddy Demolition and Dismantling Ltd**

Company Registration Number 2892963,

whose Registered Office address is

**Alexandra House**

**1 Alexandra Road**

**SWANSEA**

being in occupation of the said land, and subject to the conditions specified in this licence.

The licence relates to the land at Tank Farm Road, Llandarcy (hereinafter called 'the site') shown edged red on the drawing, reference number CDA1/1, dated 23 January 2002, and attached to this licence.

This Authorisation shall have effect from:

**1<sup>st</sup> of February 2002**

Signed

**Audrey Evans**

**For Area Environmental Planning Manager – South West Wales**

Date of signing

**1<sup>st</sup> of February 2002**



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## Introduction

*This note does not form part of the authorisation.*

This licence is granted under Section 35 of the Environmental Protection Act 1990. It consists of the authorisation certificate, the site plan and subsequent conditions.

The licence is written to prevent the authorised activities causing pollution of the environment or harm to human health.

You are reminded that it is an offence under Section 33 of the Environmental Protection Act 1990 not to comply with the terms of this licence.

This licence does not free you from the need to comply with any other regulatory regimes controlled by other bodies (such as planning or environmental health etc).

The Agency is required to maintain an up to date copy of this licence on the public register which is freely available to anyone wishing to view it.

If you wish to transfer or surrender the licence, or modify any of its conditions, you cannot do so without the consent of the Agency. Further advice can be obtained on these issues or any other aspect of the licence from your local Environment Agency office.

**Environment Agency Wales • Authorisation EAWML34188**  
Issue Date: 1<sup>st</sup> February 2002



**Authorisation**

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**Audrey Evans**

**For Area Environmental Planning Manager – South West Wales**

Date of signing

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## Condition

### General considerations

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#### 1.1 Specified waste management operations

1.1.1 No waste management operations shall be authorised by this licence unless:

- a specified in and undertaken in accordance with the limitations in the following table; or
- b otherwise required by the conditions of this licence as being an integral part of those operations;

**Table 1.1 Specified waste management operations**

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation (UK Waste classification codes).	Limits on Specified Waste Management Operations
Storage (D15) pending disposal.	Cement bonded (26.01.00) and fibrous asbestos (26.02.00).	I. The maximum total quantity of asbestos waste to be stored on site, at any one time shall be less than 10 Tonnes.
		II. Asbestos waste shall only be stored in a sealed and lockable container of durable manufacture.
		III. Waste shall only be stored within the designated container upon an impermeable pavement with a sealed drainage system in accordance with Section wp/1.1 of the working plan and drawing number CDA3/a of the working plan.
		IV. The secure container being used to store asbestos waste shall be located within the 'Asbestos Storage Compound' in accordance with drawing number CDA1/1 and CDA3/a of the working plan.

#### *Specified Waste Management Operations and Exempt Waste Management Operations*

1.1.2 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

## 1.2 Permitted wastes

### *Permitted categories and types of wastes*

- 1.2.1 No wastes shall be accepted at the site other than those which are: categorised below in Table 1.2; and specified in the list of waste types for the site provided in section WP/1.2 of the working plan.

**Table 1.2 Permitted quantities of waste**

Permitted Waste Categories (equivalent UK Waste Classification Scheme categories given in brackets)	Maximum Permitted Quantities for each waste category (subject to maximum permitted total quantity in condition 1.2.2) (tonnes/year)
Inert wastes (Category 21).	Not permitted
General and biodegradable wastes (Category 22; includes degradable household wastes, and degradable commercial and industrial wastes not covered by Categories 23-32).	Not permitted
Metals and discarded (scrap) composite equipment (Category 23).	Not permitted
Contaminated general wastes (Category 24).	Not permitted
Special wastes (in Categories 22 to 32).	Not Permitted, except for:- Bonded Asbestos (26.01.00) and Fibrous asbestos (26.02.00) (Less than 10 Tonnes to be stored on site at any one time).
Other categories of waste (Categories 25 to 32).	Not permitted

### *Permitted quantities of wastes*

- 1.2.2. Whilst complying with the maximum quantities in Table 1.2, the total quantity of waste accepted at the site per year shall not exceed 4,999 tonnes. The maximum quantity of waste permitted on the site at any one time shall be less than 10 Tonnes.

### *Exclusions of wastes with specified hazardous characteristics*

- 1.1.2 Notwithstanding the specification of permitted waste types under conditions 1.2.1 above, asbestos wastes which is not in solid form (i.e. sludges or liquids) shall not be accepted at the site.

## 1.2 Amendments to working plan and supporting information

### *Changes to the working plan requiring prior consent by the Agency*

- 1.2.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to the sections of the working plan listed in Table 1.3, and to any appendices, drawings and figures which are referenced in those sections.

Table 1.3 Conditions for which changes to the working plan requiring the prior consent of the Agency		
Condition	Subject	Working Plan Section
1.2	Permitted wastes	WP/1.2
4.1	Control of mud and debris	WP/4.140
4.2	Potentially Polluting Leaks and Spillages of Waste	WP/4.151
4.4	Waste acceptance and control systems and procedures	WP/4.210
4.5	Waste quantity measurement systems	WP/4.230
6.1	Control, monitoring and reporting of aerial emissions of dusts, fibres, powders and particulates	WP/6.010
7.1	Security and availability of records	WP/7.1
Plans	Waste Storage Compound	CDA3/a
	Site Layout Plan	CDA/1

- 1.2.2 The notice shall be accompanied by a copy of the proposed changes, and by a written assessment of the effect that implementing the proposed change would have on the risk posed by the site to human health and the environment.
- 1.2.3 The Licence Holder shall provide up to 6 additional copies of the proposed change and supporting risk assessment to the Agency, when required by the Agency in writing.
- 1.2.4 The proposed change shall not be implemented unless the Agency has given its written consent to it. Following consent, the Licence Holder shall give the Agency prior written notification of the implementation date of the change, and from that date the changed section shall be deemed to replace the previous version of that documentation.

### *Changes to the working plan requiring prior notification to the Agency*

- 1.2.5 Except where it is specified under condition 1.2.1 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.
- 1.2.6 The notice shall be accompanied by a copy of the specified changes.

- 1.2.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Agency, when required by the Agency in writing.
- 1.2.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Agency in the amendment notification.

**1.3 Staffing and understanding of requirements of licence conditions**

*Minimum staffing and supervision*

- 1.3.1 Whenever the site is open to receive or despatch waste, or is carrying out any of the specified waste management operations, it shall be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence and the working plan regarding:
- a** waste acceptance, control and despatch procedures;
  - b** operational controls and environmental monitoring;
  - c** maintenance;
  - d** record-keeping;
  - e** emergency action plans;
  - f** notifications to the Agency.

*Availability of licence and working plan*

- 1.3.2 A copy of this licence and the working plan shall be kept available on site for reference when required by all site staff carrying out work under the requirements of the licence.

*Understanding of licence and working plan*

- 1.3.3 All site staff shall be, or shall work under the direct supervision of a member of staff who is, fully conversant with those aspects of the licence conditions and working plan which are relevant to their specific duties.

**1.4 Changes in technically competent persons**

- 1.4.1 Any changes in the technically competent management of the site and the name of any incoming person, and, where the technically competent management of the site is subject to the WAMITAB scheme of technical competence, evidence that such person has the required technical competence, shall be submitted to the Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations, or any subsequent amendments to the Act or Regulations.

**1.5 Relevant convictions**

*Notification of relevant convictions*

- 1.5.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence and which is in addition to any already notified to the Agency, then full details shall be provided to the Agency within 14 days following sentencing, whether or not the conviction or sentence is subsequently appealed. Such details shall include, in respect of each relevant person (as defined in section 74(7) of the Environmental Protection Act 1990 or any subsequent amendments to that section), the nature of the offence, the place and date of conviction, and any fine or other penalty imposed.

*Notifications of appeals against convictions*

- 1.5.2 In the event that the Licence Holder and/or any relevant person lodges an appeal against any such conviction or sentence, the Licence Holder shall notify the Agency of this within 14 days of the lodging. The Licence Holder shall notify the Agency of the results of that appeal, within 14 days of the appeal being decided.

**1.6 Maintenance of financial provision**

- 1.6.1 The financial provision for meeting the obligations under this Licence set out in the Agreement made between the Licence Holder and the agency dated 1/2/02 shall be maintained by the Licence Holder throughout the subsistence of this Licence and the Licence Holder shall produce evidence of such provision whenever required by the Agency.

**1.7 Notification of change of operator holder's details**

- 1.7.1 The following information shall be notified in writing within 5 working days to the Agency:
- i any change in the Licence Holder's trading name, registered name or registered office address;
  - ii any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up.

**1.8 Notification of preparatory works**

- 1.8.1 No preparatory works shall be undertaken until at least 7 days prior notice in writing has been given to the Agency of the intention to do so. The notification shall include details of what work is being done and when.

**1.9 Notification of commencement, cessation and recommencement of waste handling operations**

*Specified waste management operations*

- 1.9.1 No specified waste management operation shall be carried out until at least 7 days prior notice in writing has been given to the Agency of the intention to commence carrying out the specified waste management operation.

*Cessation and recommencement of receiving wastes*

- 1.9.2 In the event that the site ceases receiving wastes for longer than 21 days then within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of recommencement. In the event that Licence Holder intends that the site shall recommence receiving wastes sooner than the notified date then they shall give the Agency not less than 7 days prior notice in writing.

**1.10 Notifications and submissions to Agency**

- 1.10.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:
- a** shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;
  - b** shall quote the licence reference number and the name of the Licence Holder.

## 2 Site engineering for pollution prevention and control

### 2.1 **Engineered site containment and drainage systems**

#### *Provision and maintenance of site containment and drainage systems*

2.1.1 Waste shall only be handled and stored on areas of the site provided with an impermeable pavement.

2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose, and, where provided, to meet the standards specified in section WP/2.[210] of the working plan and in Table 2.1 below.

**Table 2.1 Site containment and drainage standards**

Type of Site Surface and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
a) Impermeable pavement, bunding and sills	<p>i) Areas of impermeable pavement, bunding and sills shall be constructed and maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.</p> <p>ii) All areas of impermeable pavement shall fall towards the drainage system to prevent ponding in accordance with drawing number CDA3/a.</p>
b) Sealed drainage systems	<p>i) Drainage to areas of impermeable pavement shall be provided by a sealed sump, which shall be inspected no less frequently than daily and after rain, emptied when the collected liquids reach 80% of the its capacity as measured using a dipstick or equivalent gauge.</p> <p>ii) The sealed underground tank shall be constructed and maintained so as to collect and contain all liquids which run off the impermeable pavement;</p> <p>iii) All drainage channels shall be maintained so they remain free from blockages at all times.</p> <p>iv) The sealed underground tank shall be emptied annually to undergo an annual maintenance check. Any defects compromising the integrity of the tank shall be remedied prior to the reintroduction of the waste. A record of the check shall be made in the site diary. The Agency shall be given 5 working days notice of the intention to carry out the maintenance check.</p>
c) Waste storage containers	Fixed containers used for the storage of waste must be constructed and maintained to a standard, so that they do not leak any waste, which is contained within them.
d) Inspection and maintenance of engineered containment	<p>All areas of impermeable pavement, sealed drainage systems and waste containers:</p> <p>i) shall be inspected daily, to ensure the continuing integrity and fitness for purpose of their construction, and the inspection and any necessary maintenance shall be recorded in the site diary; and</p> <p>ii) in the event of any damage occurring which breaches the integrity of the engineered containment so that it is longer meets the specified standards, the Licence Holder shall cease importing waste into the site, and shall notify the Agency immediately, and shall not recommence importing waste into the site until it has been repaired to a standard at least as good as the original specification.</p>

*Construction quality assurance of new site containment and drainage systems*

2.1.3

No wastes shall be stored or otherwise handled in any area for which an engineered site containment and drainage system is to be newly constructed to meet the requirements of this condition unless:

- a** details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;



- b** the engineered site containment and drainage system has been constructed in accordance with the other requirements of condition 2.1;
- c** the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency, and the Agency has confirmed in writing that it has no objection to the placement of wastes on that containment area.

### 3 Site infrastructure

#### 3.1 **Provision of site identification board**

- 3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.
- 3.1.2 The identification board shall be inspected at least once per week. In case of damage or defect affecting the legibility of the information prescribed in condition 3.1.3 below, the board shall be repaired or replaced within 5 working days.
- 3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:
- a** Site name and address;
  - b** Licence Holder name (company name, not individual name unless justified as necessary);
  - c** Operator name (company name);
  - d** Licence number;
  - e** Emergency contact name and telephone number;
  - f** Statement that the site is licensed by the Environment Agency;
  - g** Agency national numbers, for General Enquiries (0645 933 3111) and Emergencies (0800 807060), or as subsequently notified in writing by the Agency;
  - h** Days and hours site is open to receive waste, which information shall be in accordance with the relevant planning permission.

#### 3.2 **Site security**

- 3.2.1 Site security systems shall be provided at all times during the subsistence of this licence, the objective of which shall be to prevent access by humans, and livestock, which is not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance with the requirements specified in Table 3.1:

**Table 3.1 Site security system standards**

Site security system	Specified standards
Timetable of provision	Site security shall be provided prior to commencement of the specified operations.
Design standards	Unless otherwise agreed in writing by the Agency, this shall consist of a chainlink security fence at least 1.8 metres high around the perimeter of the site, which shall meet the standards specified in British Standard BS1722 or an agreed alternative, and shall have a lockable gate to at least the same height and standard at the site access.
Operational standards	The Licensed site area and asbestos storage container shall be kept closed and locked at all times when unattended.
Maintenance standards	The site security shall be fully inspected at the commencement of each working day. Any defects or damage shall be made secure by temporary repair by the end of the working day, and shall be repaired within 5 working days of the damage being detected. All inspections, defects, damage and repairs shall be recorded in the site diary.

## 4 Site operations

### 4.1 Control of mud and debris

#### *Prevention of mud and debris on road*

- 4.1.1 All vehicles used in conjunction with those specified waste management operations authorised by this licence leaving areas of the site which are operational or upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that no waste has escaped that their loads are secure.

#### *Remediation of mud and debris on road*

- 4.1.2 In the event that mud or debris arising from the site is deposited onto public areas outside the site, the following remedial measures shall be implemented immediately:-
- a the affected public areas outside the site shall be cleaned;
  - b traffic shall be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures shall be taken to clear any such sources as soon as practicable.

### 4.2 Potentially polluting leaks and spillages of waste

#### *Potentially polluting leaks and spillages from vehicles, plant and equipment*

- 4.2.1 All vehicles used on the site by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillages of wastes.

#### *Potentially polluting leaks and spillages from mobile containers*

- 4.2.2 Mobile containers used to hold wastes, shall be, while on the site:
- a loaded and unloaded;
  - b filled and emptied;
  - c clearly and unambiguously labelled regarding its contents, unless the contents are clearly identifiable by visual inspection;
  - d inspected and maintained according to documented and recorded maintenance schedules and procedures;
  - e in the event of damage or deterioration to a container that is, or is likely to cause, a leak, that container shall be repaired or replaced immediately;
- in accordance with the standards specified in Table 4.1 below.

*Control and remediation of leaks and spillages*

- 4.2.3 In the event of any potentially polluting leak or waste spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, and shall meet the standards specified in Table 4.1 below.

**Table 4.1 Standards for prevention and control of leaks and spillages of waste**

Action	Specified standards
a) Loading and unloading of waste	i) Sheet asbestos shall not be broken up or damaged at the site prior to being placed in the waste container. ii) Suitable fibre suppressant and spillage clean up equipment shall be available at the site during the unloading or loading of the waste.
b) Inspection, maintenance and repair of containers	i) All waste containers used for the storage of waste on site shall be inspected daily to ensure their integrity. A written record of the findings of such inspections shall be kept with the site diary. ii) All containers shall be effectively cleansed of all asbestos residues prior to utilisation for other tasks.
c) Control and remediation of waste leaks and spillages	i) All Waste Spillages at the site shall be cleaned and remediated in accordance with Section WP/4.140 of the working plan.

4.3 **Fires on the site**

*Prohibition of fires on site*

- 4.3.1 No wastes shall be burned on the site.

*Actions to be taken in the event of a fire*

- 4.3.2 In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the following actions shall be implemented immediately and recorded in the site diary:
- a** the Agency shall be informed immediately of the fire; and
  - b** so far as practicable, contaminated site drainage shall be prevented from entering any surface water drain or water course or unsurfaced ground.

4.4 **Waste acceptance and control procedures**

*Waste acceptance procedures*

- 4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 4.210 and appendix A of the working plan and with the standards specified in Table 4.2 below.

*Waste control procedures*

- 4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with section 4.210 and appendix A of the working plan and with the standards specified in Table 4.2 below.

*Waste despatch procedures*

- 4.4.3 Prior to despatch from the site, the waste storage container will be inspected to ensure that the integrity of the container has not been compromised.
- 4.4.4 In the event that the integrity of the container is discovered compromised so that it is longer meets the specified standards, the Licence Holder shall not export the waste container, and shall notify the Agency immediately, and shall not recommence waste export until the damaged container has been repaired to a standard at least as good as the original specification.
- 4.4.5 All outgoing wastes shall be inspected, despatched and recorded with the standards specified in Table 4.2 below.

**Table 4.2 Standards for waste acceptance and control procedures**

Stage of Waste Handling	Specified standards
a) Waste Reception	<ul style="list-style-type: none"> <li>i) Prior to delivery to the site a suitably qualified person shall approve each load of waste for acceptance.</li> <li>ii) Waste shall not be given approval for delivery to the site if its delivery results in the storage capacity of the site being exceeded.</li> <li>iii) Asbestos waste shall only be accepted at the site if it is contained within appropriate packaging in accordance with section wp/2.210 of the working plan.</li> </ul>
b) Waste inspection	<p>All wastes received at the site shall be inspected on receipt by a suitably qualified person:</p> <ul style="list-style-type: none"> <li>i) to confirm its acceptability under the terms of this licence; and</li> <li>ii) to confirm the protective packaging has not been damaged or compromised. In the event of the packaging being damaged the packaging and waste shall be sprayed by fibre suppressant and the waste bags overbagged in accordance with section WP/4.151 of the working plan.</li> </ul>
c) Waste acceptance and recording.	<ul style="list-style-type: none"> <li>i) Non permitted waste inadvertently delivered to the site with the permitted waste will be considered contaminated and double bagged and placed within the storage container in accordance with section WP/4.210 of the working plan.</li> <li>ii) A note of the action taken by the operator will be made in the site diary.</li> </ul>
d) Inspection of wastes for despatch	All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
e) Storage of waste	Asbestos waste shall be stored in a secure enclosed, lockable, container. The container shall be kept locked when not being loaded and unloaded with waste.

#### 4.5 **Waste quantity measurement systems**

##### *Means of measurement*

- 4.5.1 All wastes accepted at and despatched from the site shall be measured in accordance with section WP/4.230. of the working plan.

#### 4.6 **Removal of residual wastes from site**

- 4.6.1 In the event that the specified waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed within 2 months, then, notwithstanding the operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, cleaning of plant, equipment and engineered containment used in the specified waste management operations, and emptying of any sealed sumps or interceptors.

## Pollution Control, Monitoring and Reporting

**Note: No conditions necessary under this section.**



## 6 Amenity management and reporting

### 6.1 **Monitoring and control of aerial emissions of dusts, fibres and particulates**

- 6.1.1 Throughout the operational life of the site, measures to monitor, control and minimise the aerial emission of dusts, fibres and particulates from the site, shall be carried out in accordance with section WP/6.010 & WP/4.151 of the working plan to meet the standards specified in Table 6.1 below. Such measures shall prevent releases of asbestos that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

**Table 6.1 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates**

a) Monitoring of aerial emissions	<p>Visual monitoring of aerial emissions shall be carried out by site staff supervising waste handling operations.</p> <ul style="list-style-type: none"><li>i) by the site manager or supervisor, at least once per day, at the licensed site, and shall be recorded in the site diary; and</li><li>ii) by site staff supervising individual waste handling operations, during the carrying out of those operations, and details of the inspection shall be included in the site diary.</li></ul>
b) Aerial emissions action plan	<ul style="list-style-type: none"><li>i) On detection or complaint of visible aerial emissions that are or are likely to be transported beyond the site boundary, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste.</li><li>ii) The incident and the remedial action shall be recorded in the site diary.</li></ul>

## 7 Site records

### 7.1 **Security and availability of records**

#### *Security of records*

- 7.1.1 All records which are required to be made under the conditions of this licence and the working plan shall be maintained and kept secure from loss, damage or deterioration, and shall be kept at the location(s) specified in section WP/7.1 of the working plan and in accordance with the requirements specified in Table 7.1 below.

#### *Availability of records*

- 7.1.2 All records which are required to be made under the other conditions of this licence and the working plan shall be made available for inspection at the place where they are kept immediately when required by an authorised officer of the Agency.

### 7.2 **Records of waste movements**

- 7.2.1 A record shall be kept of all wastes received and of all materials (wastes and recovered materials) removed from the site. The records shall include the following for each vehicle load of waste/material:

#### 7.2.2 *for waste received:*

- a origin of waste
- b date received
- c quantities in tonnes received and waste type
- d nature of the waste (solid, liquid or sludge)

#### 7.2.3 *for waste/material removed:*

- e date removed
- f quantities in tonnes removed and waste and/or material type
- g destination of waste and/or materials removed
- h nature of the waste and/or materials (solid, liquid or sludge) and removed

- 7.2.4 A summary record of the waste types accepted and removed from the site shall be made for each quarter and shall be submitted to the Agency within 1 month following the end of the quarter. The summary record shall be in the format specified in Appendix A of this licence and shall include the specified information.

**7.3 Site diary**

**7.3.1** A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Agency. This shall include a record of the following events, in accordance with the other conditions of this licence:

- a** construction work
- b** maintenance
- c** breakdowns
- d** emergencies
- e** problems with waste received and action taken
- f** site inspections and consequent actions carried out by the operator
- g** technically competent management attendance on site: the date and the time onto site and the time left site
- h** despatch of records to the Agency
- i** severe weather conditions
- j** complaints about site operations and actions taken
- k** environmental problems and remedial actions

**7.3.2** Each record shall be completed within 24 hours of the relevant event.

## Interpretation

In these conditions and their interpretation, unless the context otherwise requires, the following terms have the specified meanings:

*“accepted”*

for waste being delivered to the site, shall mean accepted as waste input to the site for storage and/or processing and/or disposal under the specified waste management operations;

*“authorised officer of the Agency”*

means any person(s) authorised in writing by the Agency pursuant to section 108(1) of the 1995 Act to exercise any of the powers specified in subsection (4) of that section;

*“clinical waste”*

has the meaning as defined in regulation 1(2) of the Controlled Waste Regulations 1992 or any statutory provisions amending or replacing them;

*“consequences”*

for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which cause the quality of human health (other than health and safety of site staff or visitors to the site covered under the Health and Safety at Work Act 1974) or the environment to be impaired in the short or longer term;

*“engineer”*

for engineering works specified in these conditions, means a person who works in the relevant branch of engineering, as a qualified professional;

*“engineered”*

for works specified in these conditions, means carried out and completed using the relevant engineering process specified in these conditions;

*“engineered landfill containment system”*

means all elements (other than leachate and landfill gas management systems, and intermediate and final caps), relating to engineered liners for final disposal to land, and incorporating liners for individual cells and the site as a whole, and including methods of liner protection and leakage detection;

*“engineered site containment and drainage system”*

means all elements relating to engineered containment of activities on the site, other than final disposal to land, and incorporating site surfacing; bunding and drainage systems, buildings and fixed tanks;

*“engineering”*

for engineering works specified in these conditions, means the relevant process of design, construction or installation, quality assurance or validation or commissioning specified in these conditions;

*“engineering survey”*

means a survey carried out in accordance with recognised or approved standards by a suitably qualified competent person;

*“environmental targets or receptors”*

for **risk assessments** carried out within these conditions, shall mean identified human and environmental populations or components, as specified in these conditions or otherwise agreed by the Agency within these conditions;

*“groundwater”*

means any water contained in underground strata;

*“hazard”*

means a property or situation that in particular circumstances could lead to harm;

*“immediately”*

for carrying out of actions under the conditions, shall mean without delay and within a reasonable time, taking into account any more immediate direct action necessary to prevent or minimise risk to human health and the environment. For carrying out notifications to the Agency, shall also mean by the fastest effective means available (for example, telephone) and confirmed in writing within 1 working day (or such other time as may be agreed by the Agency within the conditions);

*“inert waste “*

means waste which when disposed of in or on land does not undergo any significant physical, chemical or biological transformation;

*“landfill gas management system”*

means all elements relating to landfill gas extraction from individual landfill cells and the landfill mass as a whole, and incorporating methods of landfill gas drainage, containment and the subsequent disposal system, whether it be a methane oxidation system, landfill gas flare, landfill gas engine(s) or otherwise, either on or off the site;

*“leachate management system”*

means all elements relating to leachate extraction from individual landfill cells and the landfill mass as a whole, and incorporating methods of leachate drainage, containment and the subsequent treatment and/or disposal system, either on or off the site;

*“maintenance”*

for engineering maintenance specified in these conditions, means the process of inspection, testing, repair of the relevant engineering works specified in these conditions;

*"preparatory works"*

means engineering works required prior to the carrying out of the activities authorised by this licence;

*"probability"*

means the quantified expression of chance, denoted either as:

- the ratio or percentage of the occurrence of a particular event as one among a number of possible events;
- or as the frequency of occurrence of a particular event in a given period of time;

*"received"*

for waste being delivered to the site, shall mean delivered to the site and undergoing the waste acceptance procedures specified in the working plan, including storage of those wastes during those procedures prior to acceptance of the waste;

*"release pathways"*

for **risk assessments** carried out within these conditions, shall mean the routes by which defined **hazards** may potentially realise their **consequences**, defined in terms of releases or emissions from the site that go beyond the site containment or boundary via one or more of the following routes, either directly or indirectly: **Land; Groundwater; Surface water; Atmosphere;**

*"relevant offences"*

are offences within the meaning of regulation 3 of the Waste Management Licensing Regulations 1994 or any statutory provisions or regulations amending or replacing them;

*"risk"*

means a combination of the **probability** and **consequences** of occurrence of a defined **hazard**;

*"risk assessment"*

means the systematic identification, analysis, estimation and evaluation within a defined **scope** of the defined **risks** of a particular activity, operation, process or design, carried out and reported by suitably qualified or competent persons, using recognised quantified or semi-quantified methods and techniques.

Unless otherwise agreed by the Agency within these conditions, a risk assessment shall include and record the following:

- definition of the **hazards** associated with an activity, operation, process or design;
- assessment of the **probability** of those **hazards** occurring;
- determination of the potential **consequences** of those hazards for defined **environmental targets or receptors**, taking into account defined **release pathways** and defined protective measures;
- evaluation of the potential **magnitude** of those consequences and the **probability** of their occurrence;

*"scope of risk assessment"*

means the boundaries of the **risk assessment** and the **risks** to be assessed within those boundaries, as defined in the conditions or otherwise agreed by the Agency within the conditions;

*"special waste"*

has the meaning as defined by regulation 2 of the Special Waste Regulations 1996 or any statutory provisions or regulations amending or replacing them;

*"specified waste management operations"*

means the waste management operations authorised by condition 1.1 of this licence;

*"surface water management system"*

means all elements relating to collection of rain water or surface water from individual landfill phases and the landfill site as a whole, and incorporating methods of water collection, containment and the subsequent treatment and/or disposal system, either on or off the site;

*"surface water"*

means any lake, pond, river or watercourse whether natural or artificial;

*"the 1994 Regulations"*

means the Waste Management Licensing Regulations 1994 and any statutory provisions or regulations amending or replacing them.

*"the Agency"*

means the Environment Agency;

*"the Licence Holder"*

means the Licence Holder specified in this licence or other person to whom the licence has been transferred in accordance with section 40 of the Environmental Protection Act 1990;

*"the operator"*

means a person who is in occupation of the site and has responsibility for carrying out day to day activities at the site;

*"the site"*

means the land, structures, plant and equipment to which this licence relates;

*"time periods, e.g. annually, quarterly, monthly, per year, etc. "*

Where periods are referred to in conditions, they shall be calculated in the following way:

- annually or per year: 1 April to 31 March;
- quarterly: 1 April to 30 June, 1 July to 30 September, 1 October to 31 December, 1 January to 31 March;
- monthly: calendar month;
- weekly: Monday to Sunday.

Where the issue of the licence does not coincide with the start of any of these periods, then any relevant limits for the first period shall apply pro rata;

*"UK Waste Classification Scheme" or "UKCWS"*

the UK Waste Classification Scheme (Draft 16) or its subsequent replacement;

*"waste"*

means controlled waste as defined in section 75(4) of the 1990 Act and the Controlled Waste Regulations 1992 or any statutory provisions or regulations amending or replacing them;

*"working plan"*

means the working plan identified in writing by the Agency at the time of issue of this licence and any subsequent amendments to it made in accordance with the conditions of this licence.



## Appendices to conditions

### Appendix A: Format for summary records of wastes accepted and removed

#### Introduction

Your waste management licence condition no. 7.2.2 requires you to provide to the Agency a summary of the records which you must keep of all wastes received and of all waste materials removed from the site. This set of instructions specifies the format of the summary which is required by the Agency. A standard form is provided (Ref. 00/IA) which you must use when completing summary returns to comply with the licence condition. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

#### Waste type and quantity

You are required to identify waste types according to the categories specified in the accompanying list (Ref.00/IB). This shows how particular waste streams fit in to the classification system. Most licensed sites will find that they are only dealing with a small number of categories of material and it is worth looking through the list carefully to identify the waste groups that you handle at your site.

Waste quantity needs to be provided in metric tonnes. A density conversion list is provided to allow bulk loads to be converted to tonnes on sites without weighing equipment.

#### District of Origin/Destination

You are required to identify the source and destination of the waste by local authority District. This information can be found from transfer notes, from the driver of the vehicle or maybe within your own record systems if you are operating vehicles yourself. A list of three letter codes for all the Unitary Authorities in Wales and adjacent English authorities is attached. The local authority Districts in your immediate area are entered on your site return form, as it is likely that these are the main sources of material entering the site. Use the code list to add in any extra areas required, or write in the District name in full.

#### Your Legal Responsibility

Your licence condition requires you to keep a record of each load of waste/material entering your site and each load of waste or reclaimed material leaving the site. A summary of this information has to be provided to the Agency on a quarterly basis (or on an annual basis for metal recycling facilities).

### Daily site records

For waste/material entering the site you need to record

- a** the date and time of the movement;
- b** the district of origin;
- c** the type and quantity; and
- d** whether it is solid/liquid or sludge i.e. the physical state of the waste.

For all wastes/materials leaving the site (for either recovery or disposal) you must record

- e** the date and time of the movement;
- f** the destination district;
- g** the type and quantity; and
- h** whether it is solid/liquid or sludge.

You may be using a record sheet at present, or a ticketing system, and provided this allows you to record all of the information required by the licence condition, this will be an appropriate form. For those who do not have a suitable system, we have enclosed an example daily record sheet for you to use.

### Quarterly Returns

The standard quarterly return form allows small and large sites to describe the wastes and other materials entering and leaving their site.

Most sites handle a limited range of wastes and only need to complete a relatively small part of the return form. Inert landfill sites have been supplied with a reduced form that reflects the very limited types of waste they handle.

Although the Agency has asked for quarterly returns, it is advisable for this analysis to be done more frequently: perhaps weekly or monthly.

Metal Recycling Sites (MRS's) will only have to make returns on an annual basis at present. A separate form is supplied for this purpose.

### General Information

The first part of the form is asking for general information to identify the site. It is also necessary to indicate whether materials are weighed in and out of the site, or whether weights are estimated.

It is advisable to complete most of this section, other than the quarter and year, prior to photocopying and use this as your master form.

### **Section 1: Waste/materials entering the site**

Summarise the information on your daily record system to provide the total amount of waste in each category received from every different District of origin. Please note that the waste categories are exclusive (i.e. construction wastes should not be included in the category for general mixed industrial wastes).

An example of a completed section 1 is shown in the following pages.

### **Section 2 – Waste materials taken off site for disposal elsewhere**

You may have a major transfer station producing a large range of sorted waste materials for disposal elsewhere; or an inert landfill site with an occasional load of contrary material that needs to leave the site for disposal elsewhere; or another type of facility where wastes leave your site for final disposal elsewhere.

Your licence requires you to keep a record of all loads of leaving the site for disposal elsewhere, stating waste type, quantity, state and District of destination. Use the code sheets to decide which category of waste each load falls into and the District of destination code.

An example Section 2 return is shown in the following pages. If you have no wastes leaving the site for disposal elsewhere this quarter, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 2 page to make a continuation sheet.

### **Section 3 – Materials taken off site for recycling**

This section is completed in exactly the same way as Section 2, but is for wastes leaving the site for recycling.

Example 3 in the following pages shows the output of waste materials for recycling from a metal recycling site.

If you have no wastes leaving for recycling, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 3 page to make a continuation sheet.

**IF YOU ARE A METAL RECYCLING SITE, PLEASE SKIP THE NEXT TWO PARAGRAPHS & GO TO THE HEADING 'FOR METAL RECYCLING SITES ONLY'**

**Section 4 –** This section is optional and applies to landfill sites only. The information will be essential for the development of the future Waste Strategy for Wales and is required by planning authorities for future development planning for waste management facilities.

**Section 5** – You MUST complete the declaration, and then send the return to your area office within one month following the end of the quarter. Metal Recycling Sites must return the form within one month of the end of the financial year. The address of the area office is provided at the end of this section of the quantity return sheet

#### **FOR METAL RECYCLING SITES ONLY**

**Section 4** – You MUST complete the declaration, and then send the return to your area office within one month following the end of the quarter. Metal Recycling Sites must return the form within one month of the end of the financial year. The address of the area office is provided at the end of this section of the quantity return sheet

#### **Help**

If you require any further information on any of these issues please call the Environment Agency general enquiry line on 0645 333111.

#### **Accompanying documents**

The following accompanying documents should be used in association with this set of instructions:

- i** Environment Agency South West Wales Section 35 EPA Quarterly return (you must complete this form when making your summary return to the Agency).
- ii** Waste Categories for Wales must use these categories when completing the summary return form).
- iii** Factors to Convert Waste Volume to Weight (you can use these conversion factors when converting volume to weight).
- iv** District Codes (you must use these codes when completing the summary return form).
- v** Example Sheet for Recording Daily Loads In/Out (this is not a mandatory form but you could use it to satisfy the Agency's requirements for daily input/output records)

**EXAMPLE 1: RECEIPT OF MATERIALS ONTO SITE****SECTION 1 MATERIALS TAKEN INTO SITE**

Waste Type	State	District of Origin							(Within Wales - see district code list)							(Outside Wales - see attached list)				Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE								CHE				
<b>21A</b> Inert Construction and Demolition waste	Solid	567.40		402.36	126.13											89.65				1185.54
<b>22A</b> Degradable Construction and Demolition waste	Solid	703.50			908.53		987.57									203.79				2,803.39
	Sludge					26.12		14.32												40.44
<b>22C</b> Degradable Household	Solid		939.26	898.30	816.54			789.32												3443.42789.32
<b>22D</b> Degradable Commercial	Solid	169.34		27.45	901.35															1,098.14
	Liquid							62.97												62.97
	Sludge		27.07				45.87									903.70				976.64
<b>TOTAL</b>																				
<b>Total For</b>	Solid	1440.24	939.26	1,328.11	2,752.55		987.57	789.32	0	0	0	0	0	0	0	293.44	0	0	0	8,530.49
<b>Each Area</b>	Liquid	0	0	0	0	0	0	62.97	0	0	0	0	0	0	0	0	0	0	0	62.97
	Sludge	0	27.07	0	0	26.12	45.87	14.32	0	0	0	0	0	0	0	903.70	0	0	0	1017.08

A variety of materials are received on site from the different areas. These materials are tallied both to provide the total amount of each waste type and the total waste for each area (both for each type and a grand total). Waste should be added by type, state and by district. Do not mix solid, liquid and sludge wastes.

# EXAMPLE 2: DISPOSAL OF MATERIALS OFF SITE

## SECTION 2: MATERIALS TAKEN OFF SITE FOR DISPOSAL ELSEWHERE

Waste Type	State	Destination					(Within Wales - see attached list)					(Outside Wales - see attached list)					Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE					CHE				
Waste Type / Code 21A Inert Construction and Demolition waste	Solid		809.07		574.93	982.71											2366.71
Waste Type / Code 22A Degradable Construction and Demolition waste	Solid	703.50					987.57					203.79					1894.86
	Sludge		47.89			26.12											74.01
Waste Type / Code 22C Degradable Household Waste	Solid	997.65						789.32					456.98				2243.95
Waste Type / Code 25 Healthcare Risk Wastes	Solid				4.00												4.00
	Liquid																
	Sludge																
TOTAL																	
Total For	Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	0	0	660.77	0	0	0	6509.52
Each Area	Liquid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sludge	0	47.89	0	0	26.12	0	0	0	0	0	0	0	0	0	0	74.01

Please indicate the destination of all wastes. Do not include RECYCLED wastes. Additional waste types can be added in spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the totals.

**EXAMPLE 3: OUTPUT OF MATERIALS FROM A METAL RECYCLING SITE****SECTION 3 MATERIALS TAKEN OFF SITE FOR RECYCLING**

Waste Type	State	ANG	CON	DEN	FLI	GWY	POW	WRE	(Outside Wales - see attached list)				Total Tonnes
									CHE				
Waste Type / Code													
23A Metals and Discarded (Scrap) Composite Equip Special Waste	Solid	87.61	547.04	876.12		397.07		489.37		40.21			2,437.42
Waste Type / Code													
23B Metals and Discarded (Scrap) Composite Equip	Solid		407.67	87.35	706.15		406.74						1,607.91
Waste Type / Code													
29B Organic Chemicals Other	Solid												
	Liquid			27.03									27.03
	Sludge												
Waste Type / Code													
	Solid												
	Liquid												
	Sludge												
Total For	Solid	87.61	954.71	963.47	706.15	397.07	406.74	489.37		40.21			4,045.33
Each Area	Liquid	0	0	27.03	0	0	0	0		0			27.03
	Sludge	0	0	0	0	0	0	0		0			0

Please indicate the destination of all wastes. Do not include waste that is taken off site for DISPOSAL.

Under **29B** Organic Chemicals, Other wastes such as oil can be entered and recorded as going to a recycling site. In this instance, 27.03 tonnes of oil has been sent for recycling. Additional waste types can be added in the spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the total.

## Rights of appeal

Section 43(1) of the Environmental Protection Act 1990 provides that, where except in pursuance of a direction given by The National Assembly For Wales,

- a licence is granted subject to conditions

the applicant may appeal from the decision to The National Assembly For Wales.

Therefore if you feel aggrieved by the decision or any of the conditions to the licence as granted you may obtain the appropriate form on which to give written notice of an appeal from:

The Planning Inspectorate  
Crown Buildings  
Cathays Park  
Cardiff  
CF10 3NQ

Tel: 02920 823859

Fax 02920 825150

This notice of appeal should be accompanied by the following information:

- a statement of the grounds of appeal
- a copy of the licence
- a copy of any correspondence relevant to the appeal
- a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development
- a statement indicating whether you wish the appeal to be in the form of a hearing or on the basis of written representations.

You are also required to serve a copy of your notice of appeal together with copies of any of the above documents that have accompanied your notice of appeal, to the Environment Agency. You should appeal within 6 months of the date that this notice takes effect but The National Assembly For Wales may allow notice of appeal to be given after the expiry of this time period.