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ASiantaeth Yr
AMGYLCHEDD CYMRU
ENVIRONMENT
AGENCY WALES

ENVIRONMENTAL PROTECTION ACT 1990. SECTION 37

WASTE MANAGEMENT LICENCE NOTICE OF MODIFICATION

LICENCE REF No:- EAWML/37000 LICENCE HOLDER:- Gwynedd Council Shire Hall Street Caernarfon Gwynedd LL55 1SH	FACILITY TYPE:- CA Site LICENSED FACILITY:- Rhwngyddwryd CA site Garndolbenmaen Gwynedd
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WHEREAS on the 28th February 1996 the Dwyfor District Council passed a resolution in pursuance of its powers under Section 11 of the Control of Pollution Act 1974 for the above named facility.

AND WHEREAS on the 1st April 1996 the powers and duties of all waste regulation authorities in England and Wales transferred to the Environment Agency ("the Agency") by virtue of section 2 of the Environment Act 1995

AND WHEREAS on 1 April 1996 the powers and duties of Dwyfor District Council transferred to Gwynedd Council.

AND WHEREAS on the 31 March 1999 the Agency modified the conditions of the said licence

NOTICE IS HEREBY GIVEN that the Agency modifies the conditions of the said licence in accordance with Section 37 (1)(a) of the Environmental Protection Act 1990 and as set out in the Schedule attached to this notice.

Signed

Name Iwan Thomas
Team Leader Environment Management

Dated 29 March 2004

This modification shall take effect on 30 March 2004 at 00.01 hours

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL AT THE END OF THIS NOTICE.





**ASiantaeth Yr
Amgylchedd Cymru
Environment
Agency Wales**

EXPLANATORY NOTES - including rights of appeal.

RIGHTS OF APPEAL

Section 43(1) of the Environmental Protection Act 1990 provides that:

Where, except in pursuance of a direction given by the Secretary of State, the conditions of a licence are modified, the licence holder may appeal from the decision to the Secretary of State.

Therefore, if you feel aggrieved by the decision detailed on the attached notice, you may obtain the appropriate form on which to give written notice of an appeal from :-

The Planning Inspectorate
Room 4/19
Eagle Wing, Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

For Wales, the address is – The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Tel: 0117 987 8812
Fax: 0117 987 6093

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 any application to modify the licence

A copy of the licence;

A copy of any correspondence relevant to the appeal;

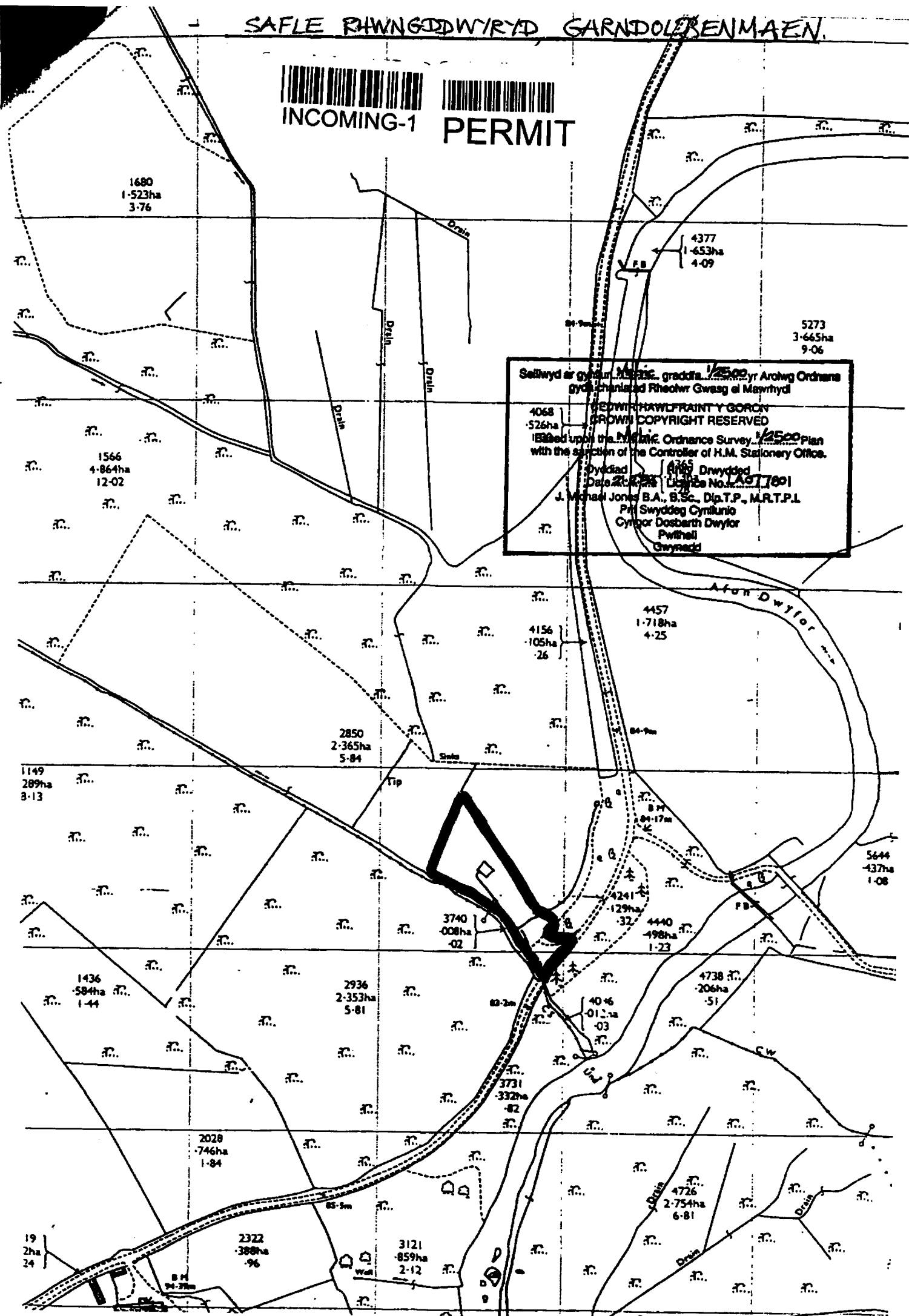
A copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development and

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 the above documents that have accompanied your notice of appeal, on the Environment Agency (at the address overleaf). You should appeal within 6 months of the date that this notice takes effect but the Secretary of State may allow notice of appeal to be given after the expiry of this time period.



INCOMING-1 PERMIT



Waste Management Licence Modification for
Rhwngyddwryd CA site

**SCHEDULE - CONDITIONS RELATING TO THIS
MODIFICATION**

Modification of conditions under section 37 (1)(a) as follows:

Delete all previous conditions

Add new conditions 1 to 8 as follows :

Authorisation number
EAWML37000

Schedule of conditions - Rhwngyddwryd CA site

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1 General considerations

1.1 Specified waste management operations

1.1.1 This licence relates to the land at Rhwngyddwryd , Garndolbenmaen, Gwynedd (hereinafter called "the site") shown edged black on the drawing titled 'SAFLE RHWNGDDWYRYD GARNOLBENMAEN', and attached to this licence modification, Grid ref SH 493 424.

1.1.2 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;

Schedule of conditions - Rhwngyddwryd CA site

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
D15: Storage pending, on this site any of the category "D" operations authorised under this column, or elsewhere than on this site, any of the operations listed in Part III of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced). R13: Storage of waste consisting of materials intended for submission, on this site to any of the category "R" operations authorised under this column, or elsewhere than on this site, to any of the operations listed in Part IV of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced). D14 Repackaging of waste prior to waste being submitted on this site to any of the category "D" operations authorised under this column, or elsewhere than on this site, by means of any of the operations listed in Part III of Schedule 4 of the 1994 Regulations.-	All	• Maximum total storage capacity 200 tonnes including a maximum of 20 refrigeration units • Wastes in quarantine storage shall be stored in accordance with condition 4.4 • Wastes with specified characteristics or forms shall be stored in accordance with condition 4.6. • Storage includes degassing of refrigeration equipment • No dismantling of refrigeration equipment shall be undertaken except that in accordance with Table 4.4b • Repackaging includes repackaging of the same waste types without sorting or mixing, including compaction and baling of the same waste types where the waste are dry and the compaction or baling does not give rise to any emissions or exudates from the waste.

Schedule of conditions - Rhwngyddwryd CA site

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
D9 : -Physico-chemical treatment of waste not listed elsewhere in this table which results in final compounds or mixtures which are disposed of on this site by means of any of the category "D" operations authorised under this column, or elsewhere than on this site, by means of any of the operations listed in Part III of Schedule 4 of the 1994 Regulations.- R2: Recycling or reclamation of organic substances which are not used as solvents R3: Recycling or reclamation of metals and metal compounds R4: Recycling or reclamation of other inorganic materials.	All solid wastes	Treatment for disposal (no more than 50 tonnes per day) or recycling or reclamation consisting only of : . • physical sorting or separation of waste into different components • chipping • compaction of waste

Specified Waste Management Operations and Exempt Waste Management Operations

- 1.1.3 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 other than those, which are categorised below in Table 1.2A and specified in detail in Appendix A to these conditions shall be accepted at the site.

Schedule of conditions - Rhwngyddwryd CA site

Table 1.2. Permitted quantities of waste

Permitted Waste Categories	Maximum Permitted Quantities for each waste category (subject to maximum permitted total quantity in condition 1.2.2) (tonnes/year)
Inert wastes	No limit subject to maximum storage capacities detailed in Table 1.1.
Metal wastes (non hazardous)	No limit subject to maximum storage capacities detailed in Table 1.1.
Special/hazardous wastes : ONLY : cement or resin bonded asbestos waste that has been produced and delivered to the site by a householder vehicle oils and oil filters lead/acid batteries fridges and freezers discarded electrical equipment	Unless otherwise agreed in writing with the Agency : • no more than one skip of cement or resin bonded asbestos shall be stored at the site at any one time, • no more than one container for vehicle oils shall be stored at the site at any one time, • no more than one container of oil filters shall be stored at the site at any one time • no more than one container of lead/acid batteries shall be stored at the site at any one time A maximum of 20 refrigeration units shall be stored at the site at any one time All subject to maximum storage capacities detailed in Table 1.1.
Pressurised gas bottles	A maximum of 50 gas bottles shall be stored at the site at any one time
Degradable household wastes	No limit subject to maximum storage capacities detailed in Table 1.1.

Permitted quantities of wastes

- 1.2.2 The total quantity of waste accepted at the site per year shall not exceed 4,999 tonnes.

Exclusion of wastes with other specified characteristics

- 1.2.3 Notwithstanding the specification of permitted waste types under conditions 1.2.1 and 1.2.2 above, wastes shall not be accepted at the site which have any of the following characteristics:

Table 1.2B. Excluded hazardous wastes of specified hazard codes

Hazard code	Hazardous properties
H1	Explosive
H3-A	Highly Flammable
H9	Infectious
H10	Teratogenic
H11	Mutagenic
H12	Substances or preparations which release toxic or very toxic gases in contact with water, air or an acid

1.3 Hours of operation

- 1.3.1 Unless otherwise agreed in writing with the Agency the specified waste management operations authorised by this licence shall only be carried out within the times specified in Table 1.3 below

Table 1.3. Permitted operating hours

Saturday – Sunday	9.00 - 18.00
Monday – Friday	8.00 - 18.00

1.4 Staffing and understanding of requirements of licence conditions

Minimum staffing and supervision

- 1.4.1 Whenever the site is open to receive or dispatch wastes, 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 regarding:
- a** waste acceptance and control procedures;
 - b** operational controls;
 - c** maintenance;
 - d** record-keeping;
 - e** emergency action plans;
 - f** notifications to the Agency.

Availability of licence

- 1.4.2 A copy of this licence 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

- 1.4.3 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 which are relevant to their specific duties.

Attendance of Technically Competent Persons

- 1.4.4 Attendance of the technically competent person(s) at the site shall be recorded in the site diary on arrival and departure.

1.5 **Changes in technically competent persons**

- 1.5.1 Any changes in the technically competent management of the site and the name of any incoming person together with 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.

1.6 **Relevant convictions**

Notification of relevant convictions

- 1.6.1 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

- 1.6.2 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.

1.7 **Working Plan**

- 1.7.1 Within 6 months of the date of issue of this modification, unless otherwise agreed in writing with the Agency, the licence holder shall submit in writing to the Agency an amendment to the working plan for the site. This amendment will, as a minimum, consist of a new plan of the site layout and working procedures for the handling and storage of all special and hazardous wastes accepted at the site.

1.8 Amendments to working plan and supporting information

Amendments to working plan requiring prior consent from the Agency

- 1.8.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to the working plan, and to any appendices, drawings and figures which are referenced in the working plan.
- 1.8.2 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 to the working plan would have on the risk posed by the site to human health and the environment.
- 1.8.3 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.
- 1.8.4 The proposed change to the working plan 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 be incorporated in the working plan in replacement of the previous version of that section.

1.9 Notification of change of operator's or holder's details

- 1.9.1 The following information shall be notified in writing within 5 working days to the Agency:
- a where the Licence Holder is a corporate body other than a registered company:
 - i any change in the Licence Holder's name or address;
 - ii any steps taken with a view to the dissolution of the Licence Holder;
 - iii the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or

1.10 Notification of commencement, cessation and recommencement of waste storage operations

Cessation and recommencement of specified waste management operations

- 1.10.1 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 it is intended 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.

1.11 Notifications and submissions to Agency

1.11.1 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 **Engineering site containment and drainage systems**

Provision and maintenance of site containment and drainage systems

2.1.1 Within 6 months of the date of this modification, unless otherwise agreed in writing with the Agency, no waste shall be deposited, stored, treated or otherwise handled in any area of the site until the engineered site containment and drainage system for that area has been constructed and completed in accordance with this condition and condition 2.1.2.

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 Table 2.1 below.

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Table 2.1 Site containment and drainage standards

Type of Site Surface and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
a) Hardstanding	Areas of hardstanding shall be constructed of granular material (e.g. crushed stone, aggregate, road planings or other similar material) and maintained such that the working surface: i) shall remain even ii) shall not be subject to settlement or differential settlement iii) shall not be subject to rutting by vehicles even when wet iv) shall have sufficient durability to allow cleaning for example by scraping v) shall remain free of standing water.
b) Impermeable pavement, bunding and sills	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.
c) Sealed drainage systems	Drainage to areas of impermeable pavement shall be provided by a sealed drainage system, that is comprised of a drainage system with impermeable components which does not leak and which will ensure that:- • no liquid will run off the pavement other than via the system; and • except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump. i) Sealed sumps shall be inspected no less frequently than daily and after rain, emptied when the collected liquids reach 80% of the capacity of the sump as measured using a dipstick or equivalent gauge, and constructed and maintained so as to collect and contain all liquids which run off the pavement; ii) Inspections and emptying of sealed sumps shall be recorded in the site diary. iii) Uncontaminated drainage from clean yard areas shall be kept separate and discharged to either surface water or sewer or watercourse or soakaway.
d) Covered buildings or roofed areas	Where wastes are stored in a building: i) the building shall be designed, constructed and maintained to prevent ingress of rain and surface water. ii) roof water shall be kept separate from contaminated water and other liquids and shall be discharged to either surface water or a sewer or a water course or a soakaway.
e) Fixed bays and other fixed containers	All fixed bays and other fixed containers used for the storage and treatment of wastes must be constructed and maintained to a standard, which is fit for purpose.
f) Storage areas for skips, drums and other mobile tanks and containers	All skips, drums and other mobile tanks and containers having individual capacities of greater than 10 litres which are used for the storage of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.

Type of Site Surface and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
g) Inspection and maintenance of engineered containment	All areas of hardstanding, impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips, drums and other mobile tanks and containers: i) shall be inspected no less frequently than monthly, 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 ii) in the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification.

Construction quality assurance of new site containment and drainage systems

2.1.3 No wastes shall be deposited, stored, treated 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.

Construction quality assurance of existing site containment and drainage systems

2.1.4 Within 6 months of the date of issue of this modification no wastes shall be deposited, stored, treated or otherwise handled in any area for which a previously constructed and existing engineered site containment and drainage system is being used to meet the requirements of this condition unless:

- a details of the identities, relevant experience and relevant qualifications of the suitably qualified Engineer who will be providing inspection and validation of the existing engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;

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- b** the engineered site containment and drainage system for that area has been inspected by the designated Engineer and has been maintained or improved, in accordance with their recorded advice, to be fit for purpose in that :
 - i** areas of impermeable pavement are laid to take weight of relevant vehicles, plant and equipment without cracking or breaking; and
 - ii** areas of impermeable pavement are free from cracks which could increase permeability; and
 - iii** areas of impermeable pavement are resistant to mechanical, physical and chemical stresses to which they may be subjected; and
 - iv** areas of impermeable pavement fall towards the drainage system to prevent ponding; and
 - v** no liquid will run off areas of impermeable pavement other than via the drainage system; and
 - vi** the drainage system is sealed so that it does not leak and is capable of collecting and containing liquids draining from the impermeable pavement ; and
 - vii** liquid from the drainage system is disposed of to an approved discharge.

2.1.5

The existing engineered site containment and drainage system shall be maintained in accordance with the recommendations of the designated Engineer and the requirements of Table 2.1.

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 the event of damage or defect, the board shall be repaired or replaced within 3 working days.

3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display, within 3 months of the date of issue of this modification, 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, not individual name unless justified as necessary);
- d** Licence number;
- e** Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);
- f** Statement that the site is licensed by the Environment Agency;
- g** Agency national numbers: 0845 933 3111 and 0800 807060 (or any other number subsequently notified in writing by the Agency);
- h** Days and hours site is open to receive waste.

The location of the noticeboard should be such that it is clear that it does not designate areas outside the licensed site and does not encourage illegal tipping.

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 3.2:

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Table 3.2 Site security system standards

Site security system	Specified standards
Timetable of provision	Site security shall be provided to the standards specified in this table within 6 months of the date of issue of this modification.
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 site shall be kept closed and secure 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 7 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 and loose waste

Prevention of mud and debris on road

4.1.1 Whenever the site is receiving or despatching wastes, measures shall be provided, operated and maintained with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access.

4.1.2 All vehicles involved in the operation of the site which are leaving areas of the site upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that any waste is secure.

Remediation of mud and debris on road

4.1.3 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 Leaks and spillages

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 or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations.

Potentially polluting leaks and spillages from skips, drums and other mobile containers

4.2.2 Each skip, drum or other mobile container used to hold wastes which consist of or contain potentially polluting liquids, sludges or powders, or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations shall be:

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- a** loaded and unloaded in accordance with the specified handling procedures in Table 4.2;
- b** filled and emptied in accordance with the specified filling and emptying procedures in Table 4.2;
- c** clearly and unambiguously labelled regarding its contents, unless the contents are clearly identifiable by visual inspection;
- d** inspected and maintained according to the specified maintenance schedules and procedures, which shall be fully documented and recorded;
- 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.

and these actions shall be carried out in accordance with the standards specified in Table 4.2 below.

Control and remediation of leaks and spillages

4.2.3

In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, and shall meet the standards specified in Table 4.2 below.

Table 4.2 Standards for prevention and control of leaks and spillages

Action	Specified standards
a) Loading and unloading skips, drums and other mobile containers	i) Loading and unloading of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place during loading/ unloading. iii) Loading/ unloading shall be carried out in an area provided with engineered containment of the type required for that waste under condition 4.6, and of the standard of containment specified under condition 2.1.
b) Filling and emptying drums and other mobile containers	i) Filling and emptying of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place at the end of filling iii) Containers shall not be filled beyond their operational capacity. iv) Filling and emptying shall be carried out in a bunded area maintained in accordance with condition 2.1.2. v) Measurement of level/ void space shall be by physical dipping prior to loading.
c) Inspection, maintenance and repair of drums and other mobile containers	i) Containers shall be inspected daily for leaks. ii) Containers found to be leaking either shall be immediately transferred to a larger over-container or shall have their contents immediately transferred to an alternative container.
d) Control and remediation of leaks and spillages	i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids and placed in alternative sealed containers. ii) Major spillages, which are causing or are likely to cause polluting emissions to the environment: • immediate action shall taken to contain the spillage and prevent liquid from entering surface water drains, water courses and unsurfaced ground; • the spillage shall be cleared immediately and placed in alternative sealed containers; • the Agency shall be informed immediately.

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 the standards specified in Table 4.4 below.

Waste control procedures

- 4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with the standards specified in Table 4.4 below.

Waste despatch procedures

- 4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with the standards specified in Table 4.4 below.

Table 4.4 Standards for waste acceptance and control procedures

Stage of Waste Handling	Specified standards
a) Waste inspection	Wastes stored at the site shall be regularly checked during the working day to ensure they comply with the permitted waste types detailed in condition 1.2.1 and that they are stored in the appropriate container and location within the site.
b) Refrigeration equipment	All waste refrigeration equipment shall, unless stored in an enclosed building, have the door removed or the door seal and latch removed or rendered inoperative and the door adequately secured to prevent unauthorised opening.
c) Waste control procedures: quarantine storage and rejection of wastes	i) Any items of non-permitted waste which are detected after acceptance at the site, shall be placed immediately in a designated quarantine covered container, and, where these are or appear to be special wastes, the Agency shall be informed immediately; ii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible; iii) Quarantined wastes shall be removed from site within 7 days; iv) The maximum quantity of wastes kept in the quarantine storage area shall be 4.6m³ at any one time. v) A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.
d) Identification of wastes	i) Bays and containers shall be clearly defined and labelled to identify the wastes stored within them ii) Containers for hazardous household waste shall be appropriately labelled.
e) Waste despatch procedures	All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
f) Incompatible wastes	Incompatible wastes which are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.

4.5 Waste quantity measurement systems

Means of measurement

4.5.1 All waste despatched from the site shall be measured in accordance with either of the following requirements:

- a** The weight of all wastes despatched from the site shall be determined by means of a public weighbridge, or a weighbridge or scales located within the site. The weighbridge or scales used shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes; or
- b** The following conversion factors shall be used:

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Waste quantities shall be recorded in cubic metres and measured on the basis of the capacity of the vehicles or containers used for transport. This shall be converted into tonnes on the basis of conversion factors, which have been agreed in writing with the Agency.

4.6 **Storage of wastes with specified hazardous properties or forms**

- 4.6.1 Notwithstanding the specification of permitted waste types under condition 1.2, wastes displaying any of the properties or forms specified in Table 4.6 shall only be stored on the site in accordance with the standards specified in Table 4.6 below.

Table 4.6 Standards for storage of wastes with specified characteristics

Storage requirement	Specified standards
a) Solid wastes which when handled or stored are likely to generate significant quantities of dusts, fibres or particulates	These wastes only permitted if they are handled and stored either in: i) buildings or containers providing containment of aerial emissions of dusts and particulates; or ii) skips or roofed areas provided with a permanent water supply and water spraying or misting equipment, and with an impermeable pavement and a sealed drainage system; and the water spraying or misting equipment is used at all times when significant quantities of dusts, fibres or particulates are likely to be generated.
b) Odorous wastes, including wastes which are likely to be odour producing during storage	i) These wastes only permitted if: • stored in sealed containers and in areas provided with impermeable pavement and sealed drainage; or • stored in covered buildings providing containment of aerial emissions; or • stored in bays provided with an impermeable pavement and sealed drainage. ii) These wastes shall be subject to monitoring in accordance with condition 5.2 and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.
c) Solid wastes which are likely to produce run-off.	i) Inert wastes only permitted if stored in bays/skips with either: • hardstanding and drainage that prevents run-off from the waste into adjacent surface water bodies or storm water drains; or • an impermeable pavement and sealed drainage. ii) Degradable Household, Commercial and Industrial wastes only permitted if stored in areas with impermeable pavement and sealed drainage and: • Stored in sealed containers; or • stored in covered shelters or roofed areas; or • stored in bays/skips which are sheeted at the end of the working day.
d) Wastes which are in a form which is either viscous/pasty, sludge or liquid.	These wastes only permitted if: • received and stored in liquid-retaining, covered containers; and • stored in areas provided with impermeable pavement and sealed drainage.
e) Combustible wastes	These wastes only permitted if stored in bays/skips on areas provided with an impermeable pavement and sealed drainage, and with access to fire fighting equipment.
f) Wastes which are likely to attract pests	These wastes shall be subject to monitoring in accordance with condition 5.3, and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.

Schedule of conditions - Rhwngyddwryd CA site

g) Wastes which are likely to attract scavengers	i) These waste only permitted if: • stored in closed or secure containers; or • stored in covered buildings providing security against scavengers, or • stored in bays provided with netting or fencing providing security against scavengers. ii) These wastes shall be subject to monitoring in accordance with condition 5.4.
h) Wastes which include light wastes or other wastes liable to give rise to litter	These wastes only permitted if: • stored in sealed containers and in areas provided with impermeable pavement and sealed drainage; or • stored in covered buildings providing containment of aerial emissions of litter; or • stored in bays/skips provided with litter control netting or fencing.
i) Hazardous/Difficult household waste	• Lead acid batteries shall be stored in a covered area with an impermeable acid resistant base or acid resistant leak proof container with a close fitting lid • Bonded asbestos shall be stored in secure lockable containers/skips • Pressurised gas bottles shall be stored in an appropriately constructed lockable cage. • Refrigeration equipment shall be stored on impermeable pavement provided in accordance with condition 2.1 • Free storage of refrigeration equipment shall not exceed a maximum storage height of 3.5 metres or 2 fridge units high. iii) Hazardous electrical equipment shall be keep separate from other general wastes and shall be stored in areas with impermeable pavement and sealed drainage and: • Stored in sealed containers; or • stored in covered shelters or roofed areas; or • stored in bays/skips which are sheeted at the end of the working day

4.7 **Removal of residual wastes from site**

4.7.1 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 3 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.

5 Amenity management and reporting

5.1 **Control, monitoring and reporting of dusts, fibres and particulates**

- 5.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site in accordance with the standards specified in Table 5.1 below

Table 5.1 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates

a)	Monitoring of aerial emissions	Site staff supervising individual waste handling operations shall, during the carrying out of those operations, undertake visual monitoring of aerial emissions.
b)	Remedial action	i) On detection or complaint of visible aerial emissions that 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. ii) The incident and the remedial action shall be recorded in the site diary.

- 5.1.2 All emissions to air from the specified waste management operations on the site shall be free from visible concentrations of dusts, fibres or particulates as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

5.2 **Monitoring and control of odorous emissions**

- 5.2.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of odours from the site, in accordance with the standards specified in Table 5.2.
- 5.2.2 All emissions to air from the specified waste management operations on the site shall be free from odours at levels as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

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Table 5.2 Standards for monitoring and control of emissions of odours

a) Monitoring of odorous emissions	i) Olfactory monitoring of aerial emissions from the site shall be carried out: • by the site manager or supervisor, at least twice a day, at the site boundary situated downwind of the waste operations, and shall be recorded in the site diary; and • by site staff supervising individual waste handling operations, during the carrying out of those operations.
b) Odorous emissions action plan	i) On detection or notification of aerial emissions of odour that are or are likely to be transported beyond the site boundary at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, 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. ii) The incident and the remedial action shall be recorded in the site diary.

5.3 **Monitoring and control of pest infestations**

- 5.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with the standards specified in Table 5.3. The objective of these measures shall be to prevent pest infestations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

Table 5.3 Standards for monitoring and control of pest infestations

Specified standards	
a) Monitoring of pest infestations	An inspection of stored wastes for pest infestations shall be carried out at least at weekly intervals by the site supervisor, and shall be recorded in the site diary.
b) Pest infestations action plan	i) On detection or notification of pest infestations, immediate action shall be taken to secure the attendance of a professional pest control contractor, to eliminate the pest infestation. ii) The incident and the remedial action shall be recorded in the site diary.

5.4 **Control of scavenging birds and other scavengers**

- 5.4.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of scavenging birds and other scavengers on the site, in accordance with the standards specified in Table 5.4. The objective of these measures shall be to prevent scavenging birds and other scavengers from gathering on operational areas or scavenging wastes in such numbers that are likely to cause harm to human health or serious detriment to the amenity of the locality.

Table 5.4 Standards for monitoring and control of scavenging birds and other scavengers

a) Monitoring of scavengers	Stored wastes which are likely to attract scavengers shall be routinely monitored for the presence of scavenging animals or flocks of scavenging birds, throughout the working day by the site supervisor.
b) Scavengers action plan	i) On detection or notification of scavenging animals or flocks of scavenging birds, immediate action shall be taken to: • remove or deter them from the site, and • isolate and secure the wastes attracting the scavengers against further scavenging. ii) The incident and the remedial action shall be recorded in the site diary.

5.5 **Control of litter**

- 5.5.1 Measures shall be implemented and maintained throughout the operational life of the site to prevent the escape of litter from the confines of the site.
- 5.5.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable and no later than 1 hour after the end of the working day.

6 Site records

6.1 Security and availability of records

Security of records

- 6.1.1 All records which are required to be made under the conditions of this licence shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with the requirements specified in Table 6.1 below.

Availability of records

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

Table 6.1 Standards for keeping of site records

Site records	Specified standards
Hazardous household wastes stored at the site; Wastes rejected; Wastes despatched from the site; Site diaries	1. All records shall be stored either: a) on paper in a secure cabinet or cupboard; or b) on computer disc with a back up copy. 2. Records shall be kept for a minimum of two years.

6.2 Records of waste movements

Recording of wastes removed

- 6.2.1 A record shall be kept of each load of waste removed from the site. This record shall include the following details:
- a Loads out:- Nature (solid, liquid or sludge), waste type as specified under condition 1.2, quantity of waste removed(tonnes), date removed and destination of the waste.

Summary records of wastes removed

- 6.2.2 A summary record of the waste types removed from the site, including nil returns, shall be made for each quarter and shall be submitted to the Agency within 1 month following the end of each quarter. The summary record shall be in the format specified in Appendix B, or otherwise subsequently agreed with the Agency in writing, and shall include the specified information.

Recording of hazardous household waste storage

- 6.2.3 At all times a record shall be maintained of the types and quantities of hazardous household waste stored on site.

6.3 **Site diary**

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

- 6.3.2 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;

"consequences"

for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which causes 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.

"container"

means a container which does not permit either the ingress or egress of liquids, or the escape of dusts or wastes contained within it;

"engineered"

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

"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;

"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 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 wastes which will not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant and in particular not endanger the quality of surface water and/or groundwater.

"maintenance"

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

"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, 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"

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:

Schedule of conditions - Rhwngyddwryd CA site

- 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;

"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;

8 Appendices to conditions

Appendix A Waste Types

Appendix B Format for summary records of wastes accepted and removed (Condition 6.2.2)

Appendix A

Permitted waste types

Permitted Waste Categories	European Waste Catalogue Chapter
Separated wastes for recycling	20 01 01 paper and cardboard 20 01 02 glass 20 01 08 biodegradable kitchen and canteen waste 20 01 10 clothes 20 01 11 textiles 20 01 35* discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components 20 01 36 discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35 20 01 38 wood other than that mentioned in 20 01 37 20 01 39 plastics 20 01 40 metals
Garden waste	20 02 01 biodegradable waste 20 02 02 soil and stones 20 02 03 other non-biodegradable wastes
Fridges and freezers	20 01 23* discarded equipment containing chlorofluorocarbons
Waste oils	20 01 25 edible oil and fat 20 01 26* oil and fat other than those mentioned in 20 01 25 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
Lead/acid batteries and other batteries	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 20 01 34 batteries and accumulators other than those mentioned in 20

EAWML37000

Modification No 2 Issued 29 March 2004

Appendix A

Permitted waste types

Permitted Waste Categories	European Waste Catalogue Chapter
	01 33
General mixed household waste	20 03 01 mixed municipal waste 20 03 07 bulky waste
Gas cylinders	16 05 05 gases in pressure containers other than those mentioned in 16 05 04
Asbestos	17 06 01* insulation materials containing asbestos 17 06 05* construction materials containing asbestos

For Environment
Agency use only

Date received

Date processed

Local site licence number

EA/WML number

Original reference


**ENVIRONMENT
AGENCY**
Waste return

Environmental Protection Act 1990

- Use this form to tell us the type and quantity of controlled waste you processed at each licenced facility within your site.
- Please read through the whole form and guidance notes before you start filling anything in.
- Please send the completed form back to us at the address on the left by the return date specified on page 2 of the notes.

1 The period the return covers

1.1 The return period is tick only one

☐ Month

☐ Quarter

from

to

☐ Year

2 Operator and site details

2.1 Site operator

Site name

WML number

Site address

Postcode

Phone

Email

2.2 Type of facility see your waste management licence

2.3 Was a weighbridge used?

☐ No

☐ Yes please tell us the proportion weighed

percentage

2.4 Are you operating a landfill site?

☐ No go to section '3 Waste received on site' on page 2

☐ Yes

Landfill sites only as at 31 March in the current year

2.5 Give the remaining void space covered by the licence

cubic metres

2 Operator and site details continued

2.6 Was the site fully surveyed before 31 March in the current year?

☐ No

☐ Yes please tell us how the void space was calculated

Now go to question 2.8

2.7 How have you estimated the remaining void space?

For example visually or other method

2.8 Remaining life of site

years

Now go to sections 3 and 4 on page 2

5 Declaration

Please make sure you have filled in all the sections that apply to you before signing this declaration.

I certify that the information in this return is correct to the best of my knowledge and belief.

I enclose ☐ WMS3 continuation sheets

Signature

Name

Position

Phone

Date

6 Disclosure and data protection

The information you provide will be used by the Environment Agency to enable it to fulfil its regulatory and waste management planning responsibilities.

For full information about how the data in this form will be used please read the guidance notes that come with the form.

3 Waste received on site

Please read the guidance notes 'How to fill in the form', and use the continuation sheet WMS3 provided, or a copy of it, if you need to.
In the last column D = final disposal U = used on site S = special waste (a consignment note is needed for special waste)
F = from another facility, for example a transfer station M = municipal biodegradable waste O = other biodegradable waste

Description of waste	Waste classification code	Origin*	State solid, powder, sludge, liquid, gas	Weight in tonnes	Additional information					
					D	U	S	F	M	O
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Total weight in tonnes of material received on site tonnes

4 Waste removed from site

Please read the guidance notes 'How to fill in the form', and use the continuation sheet WMS3 provided, or a copy of it, if you need to.
In the last column, facility types could include 'incinerator, transfer station, landfill, treatment, reprocessing, recycling'.

Description of waste	Waste classification code	Destination*	State solid, powder, sludge, liquid, gas	Weight in tonnes	Special waste	Destination facility type
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					☐	
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Total weight in tonnes of material removed from site tonnes

* You may not need to give us this information. The requirements are set out in your waste management licence.

Now go to section '5 Declaration' on page 1

3 Waste material received on site *continued*

WMS3:

Local site licence number

EA/WML number

Sheet

of

continuation sheet

Please read the guidance notes 'How to fill in the form'. You can photocopy this sheet if you need to.

In the last column D = final disposal U = used on site S = special waste (a consignment note is needed for special waste)

F = from another facility, for example a transfer station M = municipal biodegradable waste O = other biodegradable waste

Description of waste	Waste classification code	Origin*	State solid, powder, sludge, liquid, gas	Weight in tonnes	Additional information					
					D	U	S	F	M	O
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of

continuation sheet

Please read the guidance notes 'How to fill in the form'. You can photocopy this sheet if you need to.

In the last column, facility types could include 'incinerator, transfer station, landfill, treatment, reprocessing, recycling'.

[illegible]

Total weight in tonnes of material removed from site

tonnes

** You may not need to give us this information. The requirements are set out in your waste management licence.*



Environmental Protection Act 1990

Please read these guidance notes and the whole form carefully before you start to fill it in.

Introduction

We need to know about the types and quantities of controlled waste you have handled at each licensed facility within your site.

Please fill in a copy of the form every

- month
- quarter (i.e. three months) or
- year

as agreed with us.

If you are not sure about this, please contact us.

How to use this form

Please read through the whole form and these guidance notes before you start filling anything in.

When you fill in the form, you will also need a copy of the

- waste classification scheme
- a list of district/county councils within your region.

You can get copies of these from your local Environment Agency office if you do not have them.

Continuation sheet, form WMS3

We have sent you a continuation sheet in case you need it. If you need more space for answers to sections 3 and 4, please use another continuation sheet. But make sure that you label each sheet clearly with the

- local site licence number (you can find this on the top right of page 1 of your application form) or
- waste management licence number (EA/WML number)
- number of the sheet, *for example 3 of 5.*

You should also tell us how many continuation sheets you are using when you fill in section 5 'Declaration' of the form.

You can photocopy the form or the continuation sheet if you need another copy.

If you need help and advice

We have made the form as straightforward as possible, but please get in touch with us if you

- need any advice on how to set out the information we need
- have any other questions about the waste returns scheme.

Please get in touch with the officer handling your site returns. You will find their name and telephone number at the bottom of the letter that came with these notes and form.

How to fill in the form

Section 2 Operator and site details

Q 2.1 Site operator and details

If the site details have been pre-printed please check that they are correct. If they are not correct or not printed please copy the details from your waste management licence.

Q 2.2 Type of facility

If the type of facility has been pre-printed please check that it is correct. If it is not correct or not printed please copy the details from your waste management licence.

Q 2.3 Was a weighbridge used?

Please say whether you used a weighbridge (either at your facility or a public weighbridge) before deposit. Enter the weighed proportion of waste accepted as a percentage.

Landfill sites only

This section applies to landfill facilities only.

Landfill operators should complete this section as at 31 March in the current year. Please complete question 2.5 even if you are making a 'nil return' which means no waste has been received or removed from the site during the return period.

Q 2.5 Remaining void space covered by the licence

Please enter the remaining landfill void space covered by your licence in cubic metres as at 31 March in the current year. 'Void space' is the licensed capacity remaining at your site and this should only include areas that are covered by a waste management licence and a planning consent.

Section 3 Waste received on site

Before you fill in this section make sure you have a copy of the

- waste classification scheme and
- a list of district/county councils within your region.

Please use the continuation sheet WMS3 provided, or a copy of it, if you need to.

Description of waste and waste classification code

Please enter the waste or material description as agreed with your local area office.

Origin

Please enter the district where the waste originated. See separate sheet for list of district/county councils in your region.

If the district is not known, enter the county where the waste originated. If this is not known enter 'other'.

You may not need to give us this information. The requirements are set out in your waste management licence.

State

Please enter the physical state of the waste (whether it is solid, powder, sludge, liquid or gas). Please do not use other terms to describe the waste.

Weight

Please give the amount in tonnes of each specific waste type received from each district of origin.

Additional information

For landfill sites

- tick 'D' if this is the final disposal site for the waste or
- tick 'U' if the waste was used on site (for example bunding, capping or levelling purposes).

For any site

- tick 'S' for waste that is 'special waste' as defined by the Special Waste Regulations 1996. *This waste type should have a consignment note with it when it enters the facility.*
- tick 'F' for waste that has come from another facility for example, a transfer station.
- tick 'M' for biodegradable municipal waste.
- tick 'O' for other biodegradable waste.

Section 4 Waste material removed from site

Before you fill in this section make sure you have a copy of the

- waste classification scheme to be used and
- a list of district/county councils within your region.

We need to know about each type of waste received at your site.

Please use the continuation sheet WMS3 provided, or a copy of it, if you need to.

Description of waste and classification code

Please enter the waste or material description as agreed with your local area office.

Destination

Please enter the district that the waste is going to.

See the list of district/county councils within your region.

If the district is not known then enter the county of destination. If this is not known enter 'other'.

You may not need to give us this information. The requirements are set out in your waste management licence.

State

Please enter the physical state of the waste (whether it is solid, powder, sludge, liquid or gas).

Weight

Please give the amount of each specific waste type removed to each district in tonnes.

Special waste

Tick this box for waste defined as 'special' by the Special Waste Regulations 1996. A consignment note should be raised for this type of waste if it is being transferred to another facility.

You can find more information about special waste at <http://www.environment-agency.gov.uk/business/wasteman/swens/>

Destination facility type

Please enter the type of facility where the waste will be sent (for example incinerator, transfer station, landfill, treatment, reprocessing, recycling).

Sending the form back to us

Send your waste return back in a window envelope to display the address printed at the top of page 1 of the form.

We need it no later than shown in the table, depending on the returns period.

month	quarter	year
2 weeks after period	1 January – 31 March 1 April – 30 June 1 July – 30 September 1 October – 31 December 1 month after period	1 month after period

Further information

For general enquiries please contact your local Environment Agency office or call our general enquiry number 0845 933 3111 between 9.00am and 5.00pm.

Data protection notice

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Environment Agency to enable it to fulfil its enforcement and planning responsibilities.

Some of the information requested is required to fulfil the conditions of your licence. This information will be processed to monitor compliance with licence conditions, to process renewals and to maintain the public register.

We may also use and/or disclose it in connection with

- offering/providing you with our literature/services relating to environmental matters
- consulting with the public, public bodies and other organisations (for example Health and Safety Executive, local authorities, emergency services on environmental issues)
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resultant action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service.

We may pass the information on to our agents/representatives to do these things on our behalf.

Some of the information requested may be voluntary and will be used to provide us with more detailed information for planning purposes. Information supplied will not be put onto the public register if we agree it is commercially confidential. It may however be used in an aggregated format.

You should ensure that any persons named on the waste return are informed of the contents of this data protection notice.

At ddefnydd
Asiantaeth yr
Amgylchedd yn unig

Dyddiad y l derbyniwyd

Dyddiad y l proseswyd

Rhif trwydded y safle lleol

Rhif EA/WML

Cyfeirnod gwreiddiol

ASiantaeth YR
AMGYLCHEDD CYMRU
ENVIRONMENT
AGENCY WALES

Adroddiad gwastraff

Deddf Diogelu'r Amgylchedd 1990

- Defnyddiwch y ffurflen hon i ddweud wrthym am fath a chyfanswm y gwastraff rheoledig a broseswyd gennych ymhob cyfleuster trwyddedig o fewn eich safle.
- Darllenwch drwy'r ffurflen gyfan a'r nodiadau canllaw cyn dechrau llenwi unrhyw beth.
- Dychwelwch y ffurflen wedi'i chwblhau atom ni l'r cyfeiriad ar y chwith erbyn y dyddiad dychwelyd a nodir ar dudalen 2 y nodiadau.

1 Y cyfnod y mae'r adroddiad yn ei chwmpasu

1.1 Cyfnod yr adroddiad yw ticwch un yn unig

☐ Mis☐ Chwarter

rhwng a

☐ Blwyddyn

2 Gweithredwr a manylion y safle

2.1 Gweithredwr y safle

Enw'r safle

Rhif WML

Cyfeiriad y safle

Cod post

Ffôn

E-bost

2.2 Math o gyfleuster gweler eich trwydded rheoli gwastraff

2.3 A ddefnyddiwyd pont bwysu?

Naddo ☐Do ☐ rhowch y gyfran a bwyswyd

canran

2.4 Ydych chi'n gweithredu safle tirlenwi?

Nac ydw ☐ ewch ymlaen i'r adran 'Gwastraff a dderbyniwyd' ar dudalen 2Ydw ☐

Safleoedd tirlenwi yn unig fel ar 31 Mawrth yn y flwyddyn gyfredol

2.5 Rhowch y lle gwag sy'n weddill a gwmpesir gan y drwydded

metrau ciwbig

2 Gweithredwr a manylion y safle parhad

2.6 A arolygwyd y safle'n llawn cyn 31 Mawrth yn y flwyddyn bresennol?

Naddo ☐Do ☐ dywedwch wrthym sut y cyfrifiwyd y lle gwag

Nawr i gwestiwn 2.8

2.7 Sut yr amcangyfrifwyd y lle gwag sy'n weddill?

Er enghraifft yn weledol neu ddull orall

2.8 Oes y safle sy'n weddill

o flynyddoedd

Nawr ewch i adrannau 3 a 4 ar dudalen 2

5 Datganiad

Sicrhewch eich bod wedi llenwi'r holl adrannau sy'n berthnasol i chi cyn llofnodi'r datganiad hwn.

Rwyf yn cadarnhau bod y wybodaeth ar y ffurflen hon yn gywir hyd eithaf fy ngwybodaeth a'm cred.

Amgaeaf taflenni parhad WMS3

Llofnod

Enw

Swydd

Ffôn

Dyddiad

6 Datgelu a diogelu data

Bydd Asiantaeth yr Amgylchedd yn defnyddio'r wybodaeth a ddarperir gennych i'w galluogi i gyflawni ei chyfrifoldebau rheoleiddiol a chynllunio rheoli gwastraff.

Am wybodaeth lawm am sut y defnyddir y data ar y ffurflen hon darllenwch y nodiadau canllaw a ddaeth gyda'r ffurflen.

3 Gwastraff a dderbyniwyd ar y safle

Darllenwch y nodiadau canllaw 'Sut i lenwi'r ffurflen', a defnyddiwch y daflen barhad WMS3 a ddarperir, neu gopi ohoni, os bydd angen.

Yn y golofn olaf D = gwaredu terfynol U = defnyddiwyd ar y safle S = gwastraff arbennig (mae angen anfoneb ar gyfer gwastraf arbennig).

F = o gyfleuster arall, er enghraifft gorsaf drosglwyddo M = gwastraff biodiraddadwy trefol O = gwastraff biodiraddadwy arall

[illegible]

Cyfanswm y pwysau mewn *tunelli metrig* o'r deunydd a dderbyniwyd ar y safle

tunelli metrig

4 Gwastraff a dynnwyd oddi ar y safle

Darllenwch y nodiadau canllaw 'Sut i lenwi'r ffurflen', a defnyddiwch y daflen barhad WMS3 a ddarperir, neu gopi ohoni, os bydd angen. Yn y golofn olaf, gallai mathau o gyfeusterau gynnwys 'llosgydd, gorsaf drosglwyddo, tirlenwi, triniaeth, ailbrosesu neu ailgylchu.'

Yn y golofn olaf, gallai mathau o gyfeusterau gynnwys 'llosgydd, gorsaf drosglwyddo, tirlenwi, triniaeth, ailbrosesu neu ailgylchu.'

[illegible]

Cyfanswm y pwysau mewn *tunelli metrig* o'r deunydd a dynnwyd ar y safle

tunelli metrig

* Efallai nad oes angen i chi roi'r wybodaeth hon i ni. Nodir y gofynion ar eich trwydded rheoli gwastraff.

Nawr ewch ymlaen i adran 'Datganiad' ar dudalen 1

3 Gwastraff a dderbyniwyd ar y safle parhad

WMS3:

Rhif trwydded y safle lleol

Rhif EA/WML

dalen rhif

o

daflen barhad

Darllenwch y nodiadau canllaw 'Sut i gwblhau'r ffurflen'. Please copy this sheet if you need to.

Yn y golofn olaf D = gwarediad terfynol U = wedi ei ddefnyddio ar y safle S = gwastraff arbennig (mae angen anfoneb ar gyfer gwastraff arbennig) F = o gyfleuster arall, er enghraifft gorsaf drosglwyddo M = gwastraff biodiraddadwy trefol O = gwastraff biodiraddadwy arall.

Disgrifiad o'r gwastraff	Cod dosbarthu gwastraff	Tarddiad*	Cyfiwr soled, powdwr, llaid, hylif, nwy	Pwysau mewn tunelli metrig	Gwybodaeth ychwanegol					
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Deddf Diogelu'r Amgylchedd 1990

Darllenwch y nodiadau canllaw hyn a'r ffurflen gyfan yn ofalus cyn dechrau ei llenwi.

Cyflwyniad

Mae angen i ni wybod am fath a chyfanswm y gwastraff rheoledig yr ydych wedi ymdrin ag ef ym mhob cyfleuster trwyddedig o fewn eich safle.

Llenwch gopi o'r ffurflen bob

- mis
- chwarter (h.y. tri mis) *neu*
- blwyddyn

fel y cytunir gyda ni.

Os nad ydych yn siwr am hyn, cysylltwch â ni.

Sut i ddefnyddio'r ffurflen hon

Darllenwch drwy'r ffurflen gyfan a'r nodiadau canllaw cyn dechrau llenwi unrhyw beth.

Pan fyddwch yn llenwi'r ffurflen, bydd hefyd angen copi o'r canlynol arnoch

- cynllun dosbarthu gwastraff
- rhestr o gynghorau rhanbarthol/sirol yn eich ardal.

Mae copïau o'r rhain ar gael o'ch swyddfa Asiantaeth yr Amgylchedd leol os nad oes gennych rai.

Taflen barhad, ffurflen WMS3

Rydym wedi anfon taflen barhad atoch rhag ofn y bydd ei hangen.

Os bydd angen mwy o le arnoch ar gyfer atebion i adrannau 3 a 4, defnyddiwch daflen barhad arall. Ond gwnewch yn siwr eich bod yn labelu pob taflen yn glir gyda

- rhif trwyddedig y safle lleol (mae hwn ar ochr dde pen uchaf tudalen 1 eich ffurflen gais) *neu*
- rhif trwyddedig rheoli gwastraff (rhif EA/WML)
- rhif y daflen, *er enghraifft* 3 o 5.

Dylech hefyd ddweud wrthym faint o daflenni parhad yr ydych yn eu defnyddio pan fyddwch yn llenwi adran 5 'Datganiad' ar y ffurflen.

Gallwch lungopio'r ffurflen neu'r daflen barhad os oes angen copi arall arnoch.

Os bydd angen help a chynghor arnoch

Rydym wedi gwneud y ffurflen mor syml â phosibl, ond mae croeso i chi gysylltu â ni

- os oes angen unrhyw gynghor arnoch ar sut i osod y wybodaeth sydd ei hangen arnom
- os oes gennych unrhyw gwestiynau eraill am y cynllun adroddiadau gwastraff.

Cysylltwch â'r swyddog sy'n ymdrin â ffurflenni eich safle. Mae ei enw a'i rif ffôn ar waelod y llythyr a ddaeth g yda'r nodiadau hyn a'r ffurflen.

Sut i lenwi'r ffurflen

Adran 2 Manylion y gweithredwr a'r safle

C 2.1 Gweithredwr y safle a manylion

Os yw manylion y safle wedi'u hargraffu eisoes gwiriwch eu bod yn gywir. Os nad ydynt yn gywir neu os nad ydynt wedi'u hargraffu copi'wch y manylion oddi ar eich trwyddedig rheoli gwastraff.

C 2.2 Math o gyfleuster

Os yw'r math o gyfleuster wedi'i argraffu eisoes gwiriwch ei fod yn gywir. Os nad yw'n gywir neu os nad yw wedi'i argraffu copi'wch y manylion o'ch trwyddedig rheoli gwastraff.

C 2.3 A ddefnyddiwyd pont bwyso?

Dywedwch a ddefnyddiwyd pont bwyso (naill ai yn eich cyfleuster neu bont bwyso gyhoeddus) cyn dyddodi. Rhowch gyfran pwysau'r gwastraff a dderbyniwyd fel canran.

Safleoedd tirlenwi yn unig

Mae'r adran hon yn berthnasol i gyfleusterau tirlenwi yn unig.

Dylai gweithredwyr tirlenwi gwblhau'r adran hon fel ar 31 Mawrth y flwyddyn bresennol. Cwblhewch gwestiwn 2.5 hyd yn oed os ydych yn 'cofnodi dim' sy'n golygu na dderbyniwyd unrhyw wastraff ar y safle ac na thynnwyd unrhyw wastraff oddi ar y safle yn ystod cyfnod yr adroddiad.

C 2.5 Lle gwag sy'n weddill a gwmpesir gan y drwyddedig

Rhowch y lle gwag sy'n weddill ar y safle tirlenwi a gwmpesir gan eich trwyddedig mewn metrau ciwbic fel ar 31 Mawrth y flwyddyn gyfredol. 'Lle gwag' yw'r gofod trwyddedig sy'n weddill ar eich safle a dim ond ardaloedd a gwmpesir gan drwyddedig rheoli gwastraff a chaniatâd cynllunio y dylai hyn eu cynnwys.

Adran 3 Gwastraff a dderbynnir ar y safle

Cyn i chi llenwi'r adran hon gwnewch yn siwr bod gennych gopi o

- cynllun dosbarthu gwastraff a
- rhestr o gynghorau dosbarth/sirol yn eich rhanbarth.

Defnyddiwch y daflen barhad WMS3 a ddarperir, neu gopi ohoni, os oes angen.

Disgrifiad o'r gwastraff a'r cod dosbarthu gwastraff

Rhowch y disgrifiad o'r gwastraff neu'r deunydd fel y cytunwyd arno gyda'ch swyddfa ardal leol.

Tarddiad

Rhowch darddle'r gwastraff yn ôl dosbarth. *Gweler y daflen ar wahân am restr o o gynghorau dosbarth/sirol yn eich rhanbarth.*

Os nad yw'r dosbarth yn hysbys, rhowch y sir y tarddodd y gwastraff ohoni. Os nad yw'n hysbys rhowch 'arall'.

Efallai nad oes angen i chi roi'r wybodaeth hon i ni. Nodir y gofynion ar eich trwyddedig rheoli gwastraff.

Cyflwr

Nodwch gyflwr ffisegol y gwastraff (a yw'n soled, powdwr, llaid, hylif neu nwy). Peidiwch â defnyddio unrhyw dermau eraill i ddisgrifio'r gwastraff.

Pwysau

Rhowch y swm mewn tunelli metrig o bob math penodol o wastraff a dderbyniwyd gan bob tarddle dosbarth.

Gwybodaeth ychwanegol

Ar gyfer safleoedd tirlenwi

- ticiwch 'D' os mai hwn yw'r safle gwaredu terfynol ar gyfer y gwastraff neu
- ticiwch 'U' os y defnyddiwyd y gwastraff ar y safle (er enghraifft at ddibenion bwrddio, capio neu lefelu).

Ar gyfer unrhyw safle

- ticiwch 'S' ar gyfer gwastraff sy'n 'wastraff arbennig' fel y'i diffinnir gan Reoliadau Gwastraff Arbennig 1996. Dylid cynnwys anfoneb gyda'r math hwn o wastraff pan fydd yn cael ei dderbyn i'r cyfleuster.
- ticiwch 'F' ar gyfer gwastraff a ddaeth o gyfleuster arall er enghraifft, gorsaf drosglwyddo.
- ticiwch 'M' ar gyfer gwastraff biodiraddadwy trefol.
- ticiwch 'O' ar gyfer gwastraff biodiraddadwy arall.

Adran 4 Deunydd gwastraff a dynnwyd oddi ar y safle

Cyn i chi lenwi'r adran hon gwnewch yn siwr bod gennych gopi o'r

- cynllun dosbarthu gwastraff sydd i'w ddefnyddio a
- rhestr o gynghorau dosbarth/sirol yn eich ardal.

Mae angen i ni wybod am bob math o wastraff a dderbynnir ar eich safle.

Defnyddiwch y daflen barhad WMS3 a ddarperir, neu gopi ohoni, os oes angen.

Disgrifiad o'r gwastraff a'r cod dosbarthu

Rhowch y disgrifiad o'r gwastraff neu'r deunydd fel y cytunwyd arno gyda'ch swyddfa ardal leol.

Cyrchfan

Rhowch y dosbarth y mae'r gwastraff yn mynd iddo.

Gweler y rhestr o gynghorau dosbarth/sirol yn eich ardal.

Os nad yw'r dosbarth yn hysbys rhowch sir y gyrchfan. Os nad yw hyn yn hysbys, rhowch 'arall'.

Efallai na fydd angen i chi roi'r wybodaeth hon i ni. Nodir y gofynion ar eich trwydded rheoli gwastraff.

Cyflwr

Rhowch gyflwr ffisegol y gwastraff (a yw'n soled, powdwr, llaid, hylif neu nwy).

Pwysau

Rhowch swm pob math o wastraff penodol a ddygwyd i bob dosbarth mewn tunelli metrig.

Gwastraff arbennig

Ticiwch y blwch hwn ar gyfer gwastraff y'i diffinnir yn 'arbennig' gan Reoliadau Gwastraff Arbennig 1996. Dylid codi anfoneb ar gyfer y math hwn o wastraff os yw'n cael ei drosglwyddo i gyfleuster arall.

Mae mwy o wybodaeth ar wastraff arbennig yn <http://www.environment-agency.gov.uk/business/wasteman/swens/>

Math o gyfleuster y gyrchfan

Rhowch y math o gyfleuster yr anfonnir y gwastraff ato (er enghraifft llosgydd, gorsaf drosglwyddo, tirlenwi, triniaeth, ailbrosesu, ailgylchu).

Dychwelyd y ffurflen atom ni

Dychwelwch y ffurflen mewn amlen â ffenestr i arddangos y cyferiaid a argraffwyd ar ben uchaf tudalen 1 y ffurflen.

Bydd ei hangen arnom erbyn y dyddiad a ddangosir yn y tabl fan bellaf, yn dibynnu ar gyfnod yr adroddiad.

mis	chwarter	blwyddyn
2 wythnos ar ôl y cyfnod	1 Ionawr – 31 Mawrth 1 Ebrill – 30 Mehefin 1 Gorffennaf – 30 Medi 1 Hydref – 31 Rhagfyr 1 mis ar ôl y cyfnod	1 mis ar ôl y cyfnod

Rhagor o wybodaeth

Am ymholiadau cyffredinol cysylltwch â'ch swyddfa Asiantaeth yr Amgylchedd leol neu ffoniwch ein rhif ymholiadau cyffredinol 0845 933 3111 rhwng 9.00am a 5.00pm.

Hysbysiad diogelu data

Asiantaeth yr Amgylchedd sy'n gyfrifol am reoleiddio'r gwaith o ddiogelu'r amgylchedd, amddiffyn rhag llifogydd, adnoddau dwr a physgodfeydd. Mae ganddo gyfrifoldeb i gyflawni ei ddyletswyddau i ddiogelu a gwella'r amgylchedd ac i hybu cadwraeth a hamdden.

Caiff y wybodaeth a ddarperir ei phrosesu gan Asiantaeth yr Amgylchedd i'w galluogi i gyflawni ei chyfrifoldebau gorfodi a chynllunio.

Mae angen rhywfaint o'r wybodaeth y wneir cais amdano i gyflawni amodau eich trwydded. Caiff y wybodaeth hon ei phrosesu i fonitro cydymffurfiaid ag amodau trwyddedu, i brosesu adnewyddiadau a chynnal y gofrestr gyhoeddus.

Efallai y byddwn hefyd yn ei defnyddio a/neu ei datgelu mewn cysylltiad â

- cynnig/darparu llenyddiaeth/gwasanaethau sy'n ymwneud â materion amgylcheddol
- ymgyngori â'r cyhoedd, cyrff cyhoeddus a sefydliadau eraill (er enghraifft yr Awdurdod Gweithredol Iechyd a Diogelwch, awdurdodau lleol, gwasanaethau brys ar faterion amgylcheddol)
- cynnal dadansoddiad ystadegol, ymchwil a datblygiad ar faterion amgylcheddol
- darparu gwybodaeth ar gofrestr gyhoeddus i rai sy'n gwneud ymholiadau
- archwilio torcyfraith amgylcheddol posibl a chymryd unrhyw gamau dilynol
- atal torcyfraith amgylcheddol
- asesu boddhad gwasanaeth cwsmeriaid a gwella ein gwasanaeth.

Efallai y byddwn yn trosglwyddo'r wybodaeth hon i'n hasiantau/cynrychiolwyr i wneud y pethau hyn ar ein rhan.

Efallai bod rhywfaint o'r wybodaeth y gofynnir amdani'n wirfoddol ac fe'i defnyddir i ddarparu gwybodaeth mwy manwl i ni at ddibenion cynllunio. Ni roddir y wybodaeth a ddarperir ar y gofrestr gyhoeddus os byddwn yn cytuno ei bod yn gyfrinachol yn fasnachol. Fodd bynnag gellid ei defnyddio mewn fformat agoredig.

Dylech sicrhau yr hysbysir unrhyw bersonau a enwir ar y ffurflen wastraff o gynnwys yr hysbysiad diogelu data hwn.