

**ENVIRONMENTAL PROTECTION ACT 1990**  
**SECTION 37(1)(a)**



ASiantaeth Yr  
Amgylchedd Cymru  
Environment  
Agency Wales

**NOTICE OF MODIFICATION OF WASTE MANAGEMENT LICENCE**

To: Allied Bird Fragmentation Ltd  
Atlantech House,  
Beaufort Square,  
Chepstow



**OUTGOING**

WHEREAS on 3 March 1994 the Neath Borough Council granted to you a Waste Disposal Licence, now to be treated as a Waste Management Licence, Reference Number NBSC4 relating to Allied Bird Fragmentation Ltd, Neath Abbey Wharf, Skewen, West Glamorgan, SA10 0BL subject to the conditions set out therein and in any subsequent Modifications.

NOTICE is HEREBY GIVEN that the Environment Agency ("the Agency") modifies the said conditions as follows:-

The following Conditions attached to Waste Management Licence Reference Number NBSC4 shall be deleted,

Condition Number(s): 9, Schedule D and 10, Schedule D

and the attached Conditions, Waste Management Licence Reference Number NBSC4 shall be substituted.

New Condition No: 9.1 and 9.2, Schedule D and 10, Schedule D

9.1 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.

*for waste received*

- (a) origin of waste
- (b) date received
- (c) quantities in tonnes received and waste type as specified in Condition No: 1, Schedule C
- (d) nature of the waste (solid, liquid or sludge)

*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)

9.2 A summary of the information, including nil returns shall be submitted to the Agency, in a format required by the Agency. Summaries shall be for each financial year and shall be submitted to the Agency within one month of the end of each financial year.



**PERMIT**





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New Condition No D 10

D10 All records required to be kept under Condition D 9.1 of this licence shall be made available to any authorised representative of the Environment Agency for inspection at any reasonable time.

Such modification shall take effect on 31 March 1999 at 24.00 hours.

DATED *26 March* 1999

(Signed) *[Signature]*

Team Leader Waste Licensing

Environment Agency Wales, South West  
154/156 St Helens Road  
Swansea  
West Glamorgan  
SA1 4DF

NB- The person served with this notice may appeal against the Agency's decision to the Secretary of State for Wales within six months or such longer period as the Secretary of State may allow. (See notes overleaf.)



## APPEALS

The Environmental Protection Act 1990 provides an appeal mechanism against the service of this notice. If a licence holder is aggrieved by the decision of Environment Agency Wales in modifying conditions specified in a waste management licence he or she may appeal to the Secretary of State in accordance with Section 43 of the Environmental Protection Act 1990. Appeals must be notified, in the manner prescribed by Regulation 6 of the Waste Management Licensing Regulations 1994 (see Appendix), within six months of the date of this notice. A copy of the form on which notice of an Appeal may be given is available from:

The Secretary of State for Wales  
Welsh Office  
Environment Division  
Cathays Park  
Cardiff CF1 3NQ  
Tel: 01222 823665  
Fax: 01222 825008

The Secretary of State has the power to allow a longer period for the giving of notice of an appeal but he will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice of an appeal.

**ENVIRONMENT AGENCY WALES**

**EXAMPLE SHEET FOR RECORDING DAILY LOADS IN/OUT**

5

[illegible]

This is not a statutory form, but you could use it to satisfy the Agency's requirements for daily input/output records

Period of Return	Q1 (Apr - June)	Q3 (Oct - Dec)
	Q2 (July - Sept)	Q4 (Jan - Mar)
(please tick box as appropriate)	YEAR	

ADDRESS OF FACILITY

SITE TYPE	Metal Recycling
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
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90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

WeighbridgeVolume assessed and converted to weight**MATERIALS TAKEN INTO SITE (in tonnes)**[illegible][illegible][illegible][illegible][illegible][illegible][illegible]

## SECTION 2

## MATERIALS TAKEN OFF SITE FOR DISPOSAL ELSEWHERE (in tonnes)

Waste Type	State	Destination (Within Wales - see district code list)										(Outside Wales - see codes)				Total Tonnes
		BRI	CAM	CER	NEA	PEM	POW	RHO	SWA	VAL						
Waste Type / Code	Solid															
	Liquid															
	Sludge															
Waste Type / Code	Solid															
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Waste Type / Code	Solid															
	Liquid															
	Sludge															

**MATERIALS TAKEN OFF SITE FOR RECYCLING (in tonnes)**

**If you need to attach details of additional materials, please photocopy this sheet.**

## SECTION 4

## DECLARATION

*In accordance with site licence conditions, licence/contract information supplied on this form is correct for the quarter indicated.*

Name: (Please Print)

Signed:

Contact Address:

Position:

Tel:

Date:

## Notes:

1. The Agency has provided advice on both the different waste types and the codes for each relevant district. If you need further copies please contact the office below.
2. Please fill in all the relevant boxes and ensure that the declaration is completed and signed by an appropriate person.

Please Return to:

Team Leader Programme Co-ordination  
Environment Protection  
Environment Agency Wales South West Area  
Llys Afon  
Hawthorn Rise  
Haverfordwest  
Dyfed  
SA61 2BH  
Fax. No. 01437 760881



**Dyddiad/Date:**

23 March 1999



ASiantaeth YR  
AMGYLCHEDD CYMRU  
ENVIRONMENT  
AGENCY WALES

Allied Bird Fragmentation Ltd  
Atlantech House,  
Beaufort Square,  
Chepstow

NES/ SIT/ SCR/ LIC/ 3



OUTGOING

Dear Sir/Madam,

## **MODIFICATION OF WASTE MANAGEMENT LICENCE NO: NBSC4**

I refer to earlier correspondence detailing Environment Agency Wales' proposals to modify your waste management licence with regard to site waste input/output returns. I hereby enclose a notice to modify your licence conditions in accordance with Section 37 of the Environmental Protection Act 1990. The modification takes effect from the date on the notice. You are advised to read this letter and enclosures carefully as it contains information important to your business.

### **The modification**

The enclosed licence modification requires you to keep a record for each load of waste or material accepted or removed from the site. The records shall give details of quantities, types and origins/destinations of waste accepted, disposed of and /or recovered at, and taken away from, the site. I enclose a daily record sheet which you may use if you wish. A summary report must be made for each quarter of the financial year and must be submitted to the Agency on the enclosed return form within one month following the end of the quarter. The first return in the new format covering the three month period from 1<sup>st</sup> April 1999 – 30<sup>th</sup> June 1999 should be made by 31<sup>st</sup> July 1999. Metal Recycling Sites are required to make at least an annual return with the first return in the new format covering the period 1<sup>st</sup> April 1999 – 31<sup>st</sup> March 2000 to be made by 30<sup>th</sup> April 2000.

The Agency requires quantities of wastes to be identified in tonnes. Where you are not able to determine weights then the Agency will require you to measure volumes and convert them into tonnes using conversion factors which are enclosed with this letter.

The Agency recognises that the requirement to identify the origin of wastes by local authority area (Unitary Authority in Wales and District Council in England) for each vehicle load may present difficulties where a vehicle load consists of small amounts of waste collected across several local authority areas. Where this is the case the Agency will not require a record to be kept of district of origin for each part of the load. However, the summary record sent in to the Agency should identify district of origin for wastes types and quantities; this should be worked out from Duty of Care transfer notes or from invoicing details.



PERMIT

Cont/d..

Asiantaeth yr Amgylchedd Cymru  
154 Ffordd Sant Helen, Abertawe, Gorllewin Morgannwg, SA1 4DF  
Ffon: 01792 645300 Ffacs: 01792 648652

Environment Agency  
154/156 St Helens Road, Swansea, West Glamorgan, SA1 4DF  
Tel: 01792 645300 Fax: 01792 648652



### **Important note**

Please note that this exercise will not alter in any way the permitted waste types and quantities which can be accepted at your site as defined in your licence. You are also strongly advised to ensure that you comply with the Special Waste Regulations 1996 when assessing whether a waste is special. The enclosed list of categories of waste for the returns should not be used to determine whether a waste is special or not.

### **Right of appeal**

If you do not agree with the conditions in this modification you may appeal to the Secretary of State. Details of the appeals procedure is given in the Waste Management Licensing Regulations 1994. Before lodging such an appeal you may first wish to discuss the matter with Environment Agency Wales and should refer to the guidance notes appended to the Notice.

### **Public Registers**

Environment Agency Wales is required to maintain comprehensive registers of information and correspondence relating to the licensing process and the supervision of licensed activities. These registers are open for scrutiny by the public and contain, for example, copies of licences and modifications, monitoring data, summary site returns, legal notices and copies of inspection reports. You may apply to the Agency to have certain information excluded from the register if you believe it to be commercially confidential and it is then up to the Agency to decide whether or not this is the case.

### **Provision of help**

The Agency has commissioned consultants Babbie to help with this work; one of their staff will be contacting your company during the next fourteen days to see whether you require any assistance. A helpline will be available until the end of April to answer further questions on telephone number 0118 988 1508.

### **Summary of documents enclosed**

This package contains the following:

- 1) The Notice of Modification and appeal procedure.
- 2) A standard licence return form for quarterly (annual for metal recycling sites) returns to the Agency that must be used from 1<sup>st</sup> April 1999 until further notice in accordance with your new licence condition.
- 3) Instructions for completing the site return form.
- 4) A second copy of the list of 25 waste categories which the Agency requires you to use in your site return.
- 5) A set of standard conversion factors to be used at sites without weighing equipment.
- 6) A list of Unitary Authorities in Wales and adjacent English District Councils to identify the source or destination of wastes/materials.
- 7) A daily record sheet which you could use to record details of vehicles using the site and types, quantities and origin of the wastes

The Agency seeks your full cooperation in this matter which is an important component of the Agency's drive to ensure consistency in Wales and to promote sustainable waste management.

Yours faithfully,

**AUDREY EVANS**

**Team Leader Waste Licensing**

**Enc.**

PE-4  
Dyddiad/Date: 19 April 1999

*PHILIP - METALS*

Allied Bird Fragmentation Ltd.

~~Atlantech House,~~ *allied House*  
Beaufort Square,  
Chepstow



ASiantaeth yr  
AMGYLCHEDD CYMRU  
ENVIRONMENT  
AGENCY WALES

Dear Sir/Madam

**MODIFICATION OF WASTE MANAGEMENT LICENCE FOR SITE INPUT/  
OUTPUT RETURNS**

I refer to the Notice of Modification and associated instructions and guidance which we sent out to you recently.

Unfortunately it has come to our attention that the set of 'Instructions' for completing the site return form contained some ambiguities and errors (particularly in the examples of completed form sections). Accordingly I enclose a revised set of Instructions (reference Inst-Old/99/02) which you should now use for completing the site return form.

We are very sorry for any inconvenience caused.

The Agency seeks your full cooperation in this matter which is an important component of the Agency's drive to ensure consistency in Wales and to promote sustainable waste management.

Yours faithfully,

**AUDREY EVANS**  
Team Leader Waste Licensing

Enc.



OUTGOING

Asiantaeth yr Amgylchedd Cymru  
154 Ffordd Sant Helen, Abertawe, Gorllewin Morgannwg, SA1 4DF  
Ffon: 01792 645300 Ffacs: 01792 648652

Environment Agency  
154/156 St Helens Road, Swansea, West Glamorgan, SA1 4DF  
Tel: 01792 645300 Fax: 01792 648652



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## **Environmental Protection Act 1990 Section 35(1)(a) Quarterly Returns**

### **Instructions (Ref: Inst-Old/99/02)**

#### **General Information**

You may have been producing summary waste returns to the Environment Agency (the Agency) for many years, but the Agency now requires you to start classifying waste materials moving in and out of your site in a different manner so as to allow an easy transition to a UK compatible system at a later date. A new standard form has been provided for use when completing summary returns to comply with your recent licence modification. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

The main change to any system that you may have used in the past is a new consistent way of grouping wastes. Also, we are now applying to all licences in Wales the requirement to identify the area from which waste originated or where waste materials leaving the site are going. Many licences are already required to identify area of origin and destination.

#### **Waste type and quantity**

The Environment Agency is working towards producing a UK Waste Classification Scheme on behalf of the Department of Environment Transport and the Regions. The system is at an advanced stage of drafting and it is about to go out for a limited trial.

A list of the new waste groups is attached which shows how particular waste streams fit in to the new 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 Districts in Wales and adjacent English authorities is attached. The District Councils 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 new 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

- the date and time of the movement;
- the district of origin;
- the type and quantity; and
- 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

- the date and time of the movement;
- the destination district;
- the type and quantity; and
- 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 is quite lengthy and 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 will be 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 probably sensible 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 over the page.

#### **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

**Helpline**

If you require any further information on any of these issues please call the Environment Agency Helpline on 0118 988 1508. This will be operational throughout April 1999.

From May 1999 onwards if you require any help then please call the Agency's general enquiry line on 0645 333111.

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		
21A Inert Construction and Demolition waste	Solid	567.40		402.36	126.13									89.65		1185.54
22A Degradable Construction and Demolition waste	Solid	703.50			908.53		987.57							203.79		2,803.39
	Sludge					26.12		14.32								40.44
22C Degradable Household	Solid		939.26	898.30	816.54			789.32								3443.42
22D 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
TOTAL																
Total For Each Area	Solid	1440.24	939.26	1,328.11	2,752.55	0	987.57	789.32	0	0	0	0	0	293.44	0	8,530.49
	Liquid	0	0	0	0	0	0	62.97	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	903.70	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	Solid	997.65						789.32								456.98			2243.95
Waste Type / Code																			
25 Healthcare Risk Wastes	Solid				4.00														4.00
	Liquid																		
	Sludge																		
Total For Each Area		Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	0	0	0	0	660.77	0	0	6509.52
		Liquid	0	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	0	74.01
		TOTAL																	

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 FOR RECYCLING 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
Waste Type / Code																			
23A Metals and Discarded (Scrap) Composite Equip Special Waste	Solid	87.61	547.04	876.12		397.07		489.37											2,437.42
Waste Type / Code																			
23B Metals and Discarded (Scrap) Composite Equip Other Waste	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 Each Area	Solid	87.61	954.71	963.47	706.15	397.07	406.74	489.37											4,045.33
	Liquid	0	0	27.03	0	0	0	0											27.03
	Sludge	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.