



Fill in this part A if you are applying for a new permit, applying to change or surrender an existing permit, or want to transfer an existing permit to yourself.

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

Please read through this form and the guidance notes that come with it. All relevant guidance documents can be found on our website.

Where you see the term 'document reference' on the form,

give the document references and send the documents with the application form when you've completed it.

Contents

- 1 About you
- 2 Applications from individuals
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- 4 Applications from public bodies
- 5 Applications from a registered company or other corporate body
- 6 Your address
- 7 Contact details

1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

- | | | |
|---|-------------------------------------|------------------------|
| An individual | <input type="checkbox"/> | <i>Go to section 2</i> |
| An organisation of individuals (for example, a partnership) | <input type="checkbox"/> | <i>Go to section 3</i> |
| A public body (such as a local council) | <input type="checkbox"/> | <i>Go to section 4</i> |
| A registered company or other corporate body | <input checked="" type="checkbox"/> | <i>Go to section 5</i> |

2 Applications from individuals

2a Please give us the following details

Title

First name

Last name

Go to section 6

3 Applications from organisations of individuals

3a Organisation details

Organisation name

Type of organisation

If 'Other', please specify

3b Main representative's details

Title

First name

Last name

3c Second representative's details:

Title

First name

Last name

3d Other representative's details

If relevant, please provide details of all other representatives on a separate sheet and tick here to show that you have done so.

☐

Go to section 6

4 Applications from public bodies

4a Public body details

Public body name

Type of public body

If 'Other', please specify

4b Executive officer's details

The executive is an officer of the public body authorised to sign on your behalf.

Title

First name

Last name

Position

Go to section 6

5 Applications from a registered company or other corporate body

5a Company details

Company name

Sims Group UK Limited

Company registration number

03242331

Date of registration

27/08/1996

If you are applying as a corporate organisation that is now a limited company, please provide evidence of your status and tell us the reference number you have given this document with this evidence.

Document reference

Certificate of Incorporation

Go to section 6

6 Your address

6a Your main (registered office) address

For companies this *must* be the address on record at Companies House.

Address

Sims Group UK Limited

Long Marston

| | |
|--------------------|----------------------------|
| | Stratford Upon Avon |
| | Warwickshire |
| Postcode | CV37 8AQ |
| Telephone - mobile | 07825363590 |
| Telephone - office | 01789 722091 |
| Email address | georgina.sidney@simsmm.com |

If you are applying as an organisation of individuals, every partner needs to give us their details, including their title. If necessary, continue on a separate sheet and tell us the reference you have given the sheet.

| | |
|--------------------|--|
| Document reference | |
|--------------------|--|

6b UK business address *only* if different from above

| | |
|--------------------|--|
| Address | |
| | |
| | |
| | |
| | |
| Postcode | |
| Telephone - mobile | |
| Telephone - office | |
| Email address | |

Go to section 7

7 Contact details

7a Who can we talk to about your application?

This can be someone acting as a consultant or 'agent' for you.

| | |
|------------|-----------------------|
| Title | Ms |
| First name | Georgina |
| Last name | Sidney |
| Address | Sims Group UK Limited |
| | Long Marston |
| | Stratford Upon Avon |

| | |
|--------------------|----------------------------|
| | Warwickshire |
| Postcode | CV37 8AQ |
| Telephone - mobile | 07825363590 |
| Telephone - office | 01789 722091 |
| Email address | georgina.sidney@simsmm.com |

7b Who can we talk to about your operation?

| | |
|---------------------------------------|-------------------------------------|
| Same as the application contact in 7a | <input checked="" type="checkbox"/> |
| Title | |
| First name | |
| Last name | |
| Address | |
| | |
| | |
| | |
| | |
| Postcode | |
| Telephone - mobile | |
| Telephone - office | |
| Email address | |

7c Who can we talk to about your billing or invoice?

| | |
|---------------------------------------|--------------------------|
| Same as the application contact in 7a | <input type="checkbox"/> |
| Same as the operation contact in 7b | <input type="checkbox"/> |
| Title | Ms |
| First name | Louise |
| Last name | Kinchin |
| Address | Sims Group UK Limited |
| | Long Marston |

| | |
|--------------------|---------------------------|
| | Stratford Upon Avon |
| | Warwickshire |
| Postcode | CV37 8AQ |
| Telephone - mobile | |
| Telephone - office | 01789 720431 |
| Email address | Louise.kinchin@simsmm.com |



Application for an environmental permit: Part C2 – General: Varying a bespoke permit

| | |
|--|---|
| <p>Fill in this part of the form, together with part A, the relevant parts of C3 to C7 and part F1 or F2.</p> <p>Please check that this is the latest version of the form available from our website.</p> <p>Note: If you are applying to convert your existing permit to a standard permit or add a standard facility you need to fill out form C1.</p> <p>If you want to make an administrative change, you should complete form C0.5.</p> <p>You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing existing ones).</p> | <p>You do not need to resend any information from your original permit application.</p> <p>Please read through this form and the guidance notes that came with it. All relevant guidance documents can be found on our website.</p> <p>Contents</p> <ul style="list-style-type: none">1 About the permit2 About your proposed changes3 Your ability as an operator4 Consultation5 Supporting information6 Environmental risk assessment <p>Appendix 1 – Low impact installation checklist</p> |
|--|---|

1 About the permit

1a Discussions before your application

If you have had discussions with us before your application, give us the case reference number or details on a separate sheet.

Case or document reference

1b Permit number

Permit number this application relates to?

EPR/UP3898FQ

1c Site details

What is the name, address and postcode of the site?

Site name

Sims Group UK Limited

Address

Neath Abbey Wharf

Skewen

Postcode

SA10 6BL

2 About your proposed changes

2a Type of variation

What type of variation are you applying for? (Please tick)

Standalone water discharge activity or point source groundwater activity ☐

- Minor technical ☒
- Normal variation ☐
- Substantial ☐

2b Provide a non-technical summary of your application

Please give us brief details of all the proposed changes to current activities, and any new activities you want to add to your permit.

You can use the box below, in Table 1 below. Or, you can use a separate sheet and send it to us with your application form. Tell us below the reference you have given this document.

Document reference

Table 1 – Details of the proposed changes

This variation application has been submitted to increase the annual permitted tonnage to 130,000. The application will not increase the amount of waste stored onsite at any one time.

2c Consolidating existing permits into the modern style

Consolidating your permit can mean:

- combining the original permit and all subsequent changes into a single document (modern permit), or
- combining two or more environmental permits for the same operator and site into a single permit.

Note: In both cases we may require additional information from you about, for example your management system. Therefore we would always advise you to talk to us before you submit any application to modernise or consolidate permits.

2c1 Do you want to have a modern style (consolidated) permit?

No ☐ *Go to section 2d*

Yes ☐ *Please note: An additional charge may apply for modernising your permit(s).*

2c2 Identify all the permits you want to consolidate by listing the permit numbers/ versions in Table 2 below.

Table 2 – Permit numbers

| |
|--|
| |
|--|

2d Low impact installations (installations only)

Are any of the regulated facilities low impact installations?

No ☒ *Go to section 2e*

Yes ☐

Please give us a description of your proposed activity telling us how you meet the conditions for a low impact installation and send it to us with your application form.

Document reference

Tick the box to confirm you have filled in the low impact installation checklist in Appendix 1 for each regulated facility. ☐

2e Treating batteries

Are you planning to treat batteries? (See the guidance notes on part C2.)

No ☒

Yes ☐ Tell us how you will do this, send us a copy of your explanation and tell us the reference you have given this explanation.

Document reference

3 Your ability as an operator

If you are only applying to change or add a water discharge activity, you only have to fill in question 3d.

If you are applying to add waste installations or waste operations to a permit that has not previously had them, you need to fill in all of section 3.

If you are applying to consolidate two or more permits or have an updated permit you must fill in question 3d.

3a Relevant offences - installations and waste operations only (See guidance notes on part C2)

Have you, or any other relevant person, been convicted of any relevant offence?

No ☒ Go to section 3b

Yes ☐ Please give details below

Title

First name

Last name

Date of birth (DD/MM/YYYY)

Position held at the time of the offence

Name of the court where the case was dealt with

Date of conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard (DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences, and tell us below the reference number you have given the extra sheet.

Document reference

3b Technical ability - relevant waste operations only (see the guidance notes on part C2)

3b1 Which approved scheme are you using to show you have the suitable technical skills and knowledge

to manage your facility?

CIWM / WAMITAB ☒

ESA / EU ☐

3b2 Do you already hold the relevant, formal qualifications to manage your facility?

Yes ☒ Tick to confirm you've included all original *and* continuing competence evidence. ☒

No ☐ Tick to confirm you've included evidence you've registered with a Scheme. ☐

3c Finances (installations, waste operations and mining waste operations only)

Do you or any relevant person have current or past bankruptcy or insolvency proceedings against you?

No ☒ Go to section 3d.

Yes ☐ Please give details of the required set-up (including infrastructure), maintenance and clean up costs for the proposed facility, against which a credit check may be assessed.

Please note: We may want to contact a credit reference agency for a report about your business's finances.

Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

Bonds ☐

Escrow account ☐

Trust fund ☐

Lump sum ☐

Other ☐

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Document reference

3d Management systems (all)

You can find guidance on management systems in both 'How to Comply' and 'Horizontal Guidance Note 6 – Environmental Management Systems'. We have also developed environmental management toolkits for some business sectors which you can use to produce your own management system. You can get these by calling 0300 065 3000 or by downloading them from our guidance webpages.

3d1 Does your management system meet the conditions set out in our guidance?

Yes ☒

No ☐

3d2 What management system will you provide for your regulated facility?

EC Eco-Management and Audit Scheme (EMAS) ☐

ISO 14001 ☐

BS 8555 (Phases 1–5) ☐

Green Dragon ☐

Own management system ☒

3d3 Make sure you include a summary of your management system which sets out any changes or additional measures you will put in place to the address risks from the proposed changes. ☒
Tick the box to confirm you've done this and tell us the reference below.

Document reference

EMS Summary

Water discharge activities: Go to section 5.

4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only)

Could the waste operation or installation involve releasing any substance into any of the following?

4a A sewer managed by a sewerage undertaker

No ☐

Yes ☐ Please name the sewerage undertaker

4b A harbour managed by a harbour authority

No ☐

Yes ☐ Please name the harbour authority

4c Direct into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries

No ☐

Yes ☐ Please name the fisheries committee

4d Is the installation on a site for which:

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No ☐

Yes ☐

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards

No ☐

Yes ☐

5 Supporting information

5a Provide a plan or plans for the site (see guidance notes on part C2 for what needs to be marked on the plan)

Document reference

Site Plan

5b Do any of the variations you plan to make need extra land to be included in the permit?

No ☒

Yes ☐ Please provide a site report for the extra land.

Document reference

5c Adding an installation

If you are applying to add an installation, tick the box to confirm that you have sent in a baseline report and provide a reference. ☐

Document reference

6 Environmental risk assessment - if you need one (see the guidance notes on part C2)

Provide an assessment of the risks each of your proposed activities cause to the environment. The risk assessment must use H1 or an equal method.

Document reference

Environment Risk Assessment

Appendix 1 – Low impact installation checklist (see guidance notes on part C2)

| Intallation reference | | | | | |
|---|--|------------------------------|-----------------------------|--|------------------------------|
| Condition | Response | | | | Do you meet this? |
| A – Management techniques | Provide references to show how your application meets A. | | | | Yes <input type="checkbox"/> |
| | References | | | | No <input type="checkbox"/> |
| B – Aqueous waste | Effluent created | m3/day | | | Yes <input type="checkbox"/> |
| | | | | | No <input type="checkbox"/> |
| C – Abatement systems | Provide references to show how your application meets C. | | | | Yes <input type="checkbox"/> |
| | References | | | | No <input type="checkbox"/> |
| D - Groundwater | Do you plan to release any hazardous substances or non-hazardous pollutants into the ground? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | Yes <input type="checkbox"/> |
| E – Producing waste | Hazardous waste | Tonnes per year | | | Yes <input type="checkbox"/> |
| | Non-hazardous waste | Tonnes per year | | | No <input type="checkbox"/> |
| F – Using energy | Peak energy consumption | MW | | | Yes <input type="checkbox"/> |
| | | | | | No <input type="checkbox"/> |
| G – Preventing accidents | Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | Yes <input type="checkbox"/> |
| | Provide references to show how your application meets G. | | | | No <input type="checkbox"/> |
| | Reference | | | | |
| H - Noise | Provide references to show how your application meets H. | | | | Yes <input type="checkbox"/> |
| | Reference | | | | No <input type="checkbox"/> |
| I - Emissions of polluting substances | Provide references to show how your application meets I. | | | | Yes <input type="checkbox"/> |
| | Reference | | | | No <input type="checkbox"/> |
| J – Odours | Provide references to show how your application meets J. | | | | Yes <input type="checkbox"/> |
| | Reference | | | | No <input type="checkbox"/> |
| K – History of keeping to the regulations | Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes. | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | |



Application for an environmental permit:

Part C4 – Varying a bespoke waste operation permit

| | |
|---|---|
| <p>Fill in this part of the form, together with parts A, C2 and F1, if you are applying to vary (change) the conditions or any other part of the permit.</p> <p>Please check that this is the latest version of the form available from our website.</p> <p>You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).</p> <p>You do not need to resend any information from your original permit application if it is not affected by your proposed changes.</p> <p>Please read through this form and the guidance notes that</p> | <p>came with it. All relevant guidance documents can be found on our website.</p> <p>Contents</p> <p>1 What waste operations are you applying to vary?</p> <p>2 Emissions to air, water and land</p> <p>3 Operating techniques</p> <p>4 Monitoring</p> <p>Appendix 1 – Specific questions for waste facilities that accept clinical waste</p> <p>Appendix 2 – Specific questions for waste facilities that accept hazardous waste</p> <p>Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes</p> <p>Appendix 4 – Specific questions for inert landfills</p> |
|---|---|

1 About your activities

1a What waste operations are you applying to vary?

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

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

Tell us the document reference.

Document reference

Notes to help you complete Table 1a:

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

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

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

4 By 'capacity', we mean:

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

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

| Table 1a – Waste operations which do not form part of an installation | | | | | |
|---|---|---|---|---|--|
| Waste operation name (See note 1) | Description of the waste operation (See note 2) | Annex I or Annex II (disposal and recovery) codes (See note 3) | Hazardous waste treatment capacity (if this applies). (See note 4) | Non-hazardous waste treatment capacity (if this applies). (See note 4) | |
| Metal Recycling | Metal Recycling | R4, R5, R13 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| For all waste operations | Total storage capacity of non-hazardous waste (see note 5) | Total storage capacity of hazardous waste (see note 5) | Total annual throughput (tonnes each year) | | |
| | | | 130,000 | | |

1b What waste types do you want to accept?

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

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

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

You can use Table 1b as a template.

Please provide the reference for each document.

Document references

N/A

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

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

1c Deposit for recovery purposes (see guidance notes on part B4)

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

No ☒ *Go to section 2*

Yes ☐

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

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

Yes ☐

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

No ☐

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

1c4 Please send us a copy of your waste recovery plan that complies with Regulatory Guidance Note 13. You must highlight any changes you have made since we last assessed the plan (if relevant).

Document reference

N/A

2 Emissions to air, water and land

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

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

Document references

N/A

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

3 Operating techniques

3a Technical standards

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

You must justify your decisions in a separate document if:

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

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

For each of the activities listed in Table 3a, describe the type of operation and the options you have chosen

for controlling emissions from your process.

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

Please provide the reference for each document.

Document references

Operating Techniques

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

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

Document references

N/A

3b General requirements

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

Document references

Environment Risk Assessment

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

3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. For those activities listed below, you must answer the questions in the related Appendix.

Table 3c – Questions for specific sectors

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

4 Monitoring

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

You should also describe any environmental monitoring. Tell us:

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

Document references

N/A

4b Point source emissions to air only

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

Document references

N/A

Appendix 1 – Specific questions for the clinical waste sector

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

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

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

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

Document reference

Yes ☐ Document reference

5 Are you proposing to either

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

No ☐

Yes ☐ You must provide justification

Document reference

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

Document references

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

Document references

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

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

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

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

Document reference

Yes ☒ Document reference Operating Techniques

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

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

Document reference

Yes ☒ Document reference Operating Techniques

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

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

Document reference

Yes ☒ Document reference Operating Techniques

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

Document references

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

Document references

Site Plan

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

Document references

Site Plan

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

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

Document references

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

Document references

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

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

Document references

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

Yes ☐

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

Document reference

Appendix 4 – Specific questions for inert landfills

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

Document references

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

No ☐

Yes ☐ Document reference

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

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

Document reference

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

No ☐

Yes ☐ Document reference

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

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

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

Document references

Application for an environmental permit:

Part F1 – Opra, charges and declarations

| | |
|--|---|
| <p>Fill in this part for all applications for installations, waste operations, mining waste operations and groundwater discharges onto land.</p> <p>Please check that this is the latest version of the form available from our website.</p> <p>For applications for water discharge and point source groundwater discharge activities you need to fill in part F2 instead.</p> <p>Please read through this form and the guidance notes that</p> | <p>came with it. All relevant guidance documents can be found on our website.</p> <p>Contents</p> <p>1 Working out charges</p> <p>2 Opra profile (electronic)</p> <p>3 Payment</p> <p>4 The Data Protection Act 1998</p> <p>5 Confidentiality and national security</p> <p>6 Application checklist</p> <p>7 Declaration</p> |
|--|---|

1 Working out charges (you must fill in this section)

You have to submit an application fee with your application. You can find out the charge by looking at our current environmental permitting charging scheme. This can be found on our 'How we regulate you' webpages. Please remember that the charges are revised on 1 April each year and that there is an annual subsistence charge (for site based permis) to cover the costs we incur in the ongoing regulation of the permit.

Examples: We have included examples to help you complete the table. The Tier 2 charge example is for an application for a 'New standard rule' permit. The Tier 3 charge example is for an installation Opra based charge for a normal variation (multiplier) application.

Note: for Opra charged Tier 3 Facilities you also need to complete an Opra profile (see section 2).

| Table 1 – Working out charges | | | | |
|---|---------------------------|----------------------|------------------------------|-----------------|
| Type of application | Minor Technical Variation | | | |
| | Summary of charges | | | |
| Tier 2 facilities (including Part A(2) and Part B) | Charge identifier | Number of facilities | Charge for each facility (£) | Charges due (£) |
| EXAMPLE: SR2010 No12 | S060A (W) | 1 | 1,630.00 | 1,630.00 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Tier 3 facilities | | | | |
| EXAMPLE: Total Opra charging score for installations | 90 | x charge multiplier | 57 | 5,130.00 |
| Total Opra charging score for installations | | x charge multiplier | | |
| Total Opra charging score for waste operations | | x charge multiplier | | |
| Total Opra charging score for mining waste facilities | | | | |
| Other charges (such as one-off assessments or fixed charge applications etc.) | 1 | | 1280 | 1280 |
| Total charges due | | | | 1280 |

2 Opra profile (does not apply to standard facilities, or other tier 2 permit applications)

If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the *current* Opra spreadsheet. You can find the current Opra spreadsheet in the 'Our charges' section on our 'How we regulate you' webpages.

For all variations, full and partial surrenders: you will need to submit a copy of your current Opra profile based on your existing profile, not a new profile following the variation or surrender.

For transfers: you will need to submit a revised Opra profile to include your own operator performance. Note: this will not change the set transfer fee.

Important: your Opra profile (score) must match our records. If you are unsure about your current Opra profile (score), you should talk to your regulatory officer before submitting your application.

Tick this box to confirm that you have included the electronic OPRA spreadsheet ☒

3 Payment

3a How do you want to pay?

Tick an option below to show how you will pay.

- | | | |
|---|-------------------------------------|-------------------------|
| Electronic transfer (for example, BACS) | <input type="checkbox"/> | <i>Go to section 3b</i> |
| Credit or Debit card | <input type="checkbox"/> | <i>Go to section 3c</i> |
| Cheque | <input checked="" type="checkbox"/> | <i>Go to section 3d</i> |
| Postal order | <input type="checkbox"/> | <i>Go to section 3d</i> |

3b Paying by electronic transfer

If you choose to pay by electronic transfer use the following information to make your payment.

Company name: Natural Resources Wales
Company address: Income Dept., PO BOX 663, Cardiff, CF24 0TP
Bank: RBS
Address: National Westminster Bank Plc, 2 ½ Devonshire Square, London, EC2M 4BA
Sort code: 60-70-80
Account number: 10014438

Reference number

You can use any reference number but we prefer the number to be 'EPR' followed by the first nine letters of your organisation name followed by a four-digit number.

For example, for a company named Joe Bloggs Ltd, the reference number might be EPRJOEBLOGGS0001. (Remember you can use any four-digit number at the end.)

The reference number you will provide will appear on our bank statements so we can check your payment. We may need to contact your bank to make sure the reference number is quoted correctly.

You should also email your payment details and payment reference number to banking.team@naturalresourceswales.gov.uk / banking.team@cyfoethnaturiolcymru.gov.uk or fax it to 0300 065 3001 and enter it in the space provided below.

| | |
|----------------|----------------------|
| BACS reference | <input type="text"/> |
| Amount paid | <input type="text"/> |

Making payments from outside the UK

These details have changed. If you are making your payment from outside the United Kingdom (which must be received in sterling), our IBAN number is GB70 NWBK6070 8010 0144 38 and our SWIFT/BIC number is NWBKGB2L.

If you do not quote your payment reference number, there may be a delay in processing your payment and application.

3c Paying by credit or debit card

If you are paying by credit or debit card, please fill in the separate form CC1.

You can download this from our website or you can ask for one of our customer service providers to send one by post. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro UK card only.

3d Paying by cheque or postal order

You should make cheques or postal orders payable to Natural Resources Wales and they should be marked 'A/c Payee'.

We will not accept post-dated cheques (cheques with a future date written on them).

| | |
|-----------------------------|--------|
| Cheque/ postal order number | 133928 |
| Amount paid | 1280 |

4 The Data Protection Act 1998

We, the Natural Resources Body for Wales (hereafter "Natural Resources Wales"), will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

5 Confidentiality and national security

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential

Confidentiality

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application.

Only tick the box below if you wish to claim confidentiality for your application.

Please treat the information in my application as confidential ☐

Tick the box to confirm you have provided evidence to support your confidentiality claim and give us the document reference, below. ☐

Document reference

National security

You can tell the Welsh Ministers that you believe including information on a public register would not be in the interests of national security.

You must enclose a letter with your application telling us that you have told the Welsh Ministers and you must still include the information in your application. We will not include the information in the public register unless the Welsh Ministers decides that it should be included.

You can find guidance on national security in 'Core Environmental Permitting Guidance' published by Defra and available via the .Gov website.

You cannot apply for national security via this application.

6 Application checklist (you must fill in this section)

Tell us about the supporting evidence and information you have sent with this application.

Application fee - You must submit the correct application fee in line with our current charging scheme.

Tick the box to say you have included the correct fee.

☒

List all the documents you have included in Table 2. Please see the guidance notes for examples on how to complete the checklist.

If the relevant information for a question forms part of a larger document, please specify the relevant section(s) of the document. This will speed up the process of checking your application and making decisions.

If necessary, continue on a separate sheet and tell us the reference you have given the document below.

Document reference

Table 2 – application checklist

| Question reference | Document title/ reference | Document section |
|--------------------|-----------------------------|-----------------------------|
| C4, 3a | Operating Techniques | Operating Techniques |
| C2 | WAMITAB Certificate | WAMITAB Certificate |
| C2, 3d3 | EMS Summary | EMS Summary |
| C2, 5a | Site Layout Plan | Site Layout Plan |
| C2, 6 | Environment Risk Assessment | Environment Risk Assessment |
| C2, 2b | Non Technical Summary | Non Technical Summary |
| | | |
| | | |
| | | |
| | | |

7 Declaration

You must read this section before making the declaration and sending your form to us.

For transfer applications - Both you and the person receiving the permit must make the declaration.

Section 7d must be completed by the current holder *and* Section 7e must be completed by the proposed new holder.

A relevant person should make the declaration. You must be a relevant person or have the authority of a relevant person to sign this application on their behalf.

Relevant people means each applicant, and in the case of a company, a director, manager, company secretary or any similar officer or employee listed on current appointments in Companies House. In the case

of a Limited Liability Partnership (LLP), it includes any partner. If the permit holder is an organisation of individuals, each individual (or individual trustee) must complete the declaration.

To simplify and speed up the application process we recommend that the declaration is filled in by an officer of a company or one of the partners in a Limited Liability Partnership (LLP).

If you wish a manager, employee or consultant etc. to sign the declaration on behalf of a relevant person, we will need written confirmation from a relevant person; that is, an officer of the company, a partner in the LLP or the individual, confirming that the person has the authority to fill in the declaration.

If you are joint permit holders you should each fill in your own declaration. We have provided extra spaces for this below. Please send in a separate sheet with your application if you need more room for signatories.

Where the operator is the subject of any insolvency procedure, the declaration must be filled in by the official receiver/appointed insolvency practitioner.

7a Are you signing the form on *behalf* of a relevant person?

If you are *not* a relevant person, but want to sign the application on their behalf, you must include confirmation that you can do this.

I have included written confirmation from a relevant person to confirm I can sign on their behalf. ☐

7b Does your application include a standard facility?

If your application includes a standard facility, you also need to confirm that you are able to meet all relevant criteria of the standard rule set/sets for which you are applying.

I confirm that my standard facility will fully meet the rules that I have applied for. ☐

7c Does your application include ecological survey information?

If your application includes ecological survey information, please see the guidance notes on part F1 and tick the box below to confirm that you have no issue with us using information from any ecological survey you have supplied with your application.

I confirm I am happy for the ecological survey information I have supplied to be used as set out in the guidance. ☐

7d Declaration

If you're transferring the permit, the current holder or holders should sign this section of the declaration, and the proposed new holder or holders of the permit should sign the declaration in section 7e.

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- **I may be prosecuted; and**
- **if convicted, I may have to pay a fine and/or go to prison.**

By signing below, you are confirming that you understand and agree with the declaration above.

| | | |
|----------------------------|------------|--|
| Title | Mr | |
| First name | David | |
| Last name | Williams | |
| On behalf of (if relevant) | | |
| Today's date | 28/02/2017 | |

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- **I may be prosecuted; and**
- **if convicted, I may have to pay a fine and/or go to prison.**

By signing below, you are confirming that you understand and agree with the declaration above.

| | | |
|----------------------------|----------------------|----------------------|
| Title | <input type="text"/> | <input type="text"/> |
| First name | <input type="text"/> | |
| Last name | <input type="text"/> | |
| On behalf of (if relevant) | <input type="text"/> | |
| Today's date | <input type="text"/> | |

7e Declaration for the person or persons *receiving* the permit (transfers only)

The persons 'receiving the permit' is the proposed new permit holder.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration (in section 7d above). Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- **I may be prosecuted; and**
- **if convicted, I may have to pay a fine and/or go to prison.**

By signing below, you are confirming that you understand and agree with the declaration above.

| | | |
|----------------------------|----------------------|----------------------|
| Title | <input type="text"/> | <input type="text"/> |
| First name | <input type="text"/> | |
| Last name | <input type="text"/> | |
| On behalf of (if relevant) | <input type="text"/> | |
| Today's date | <input type="text"/> | |

If you knowingly or recklessly make a statement which is false or misleading to help you get an environmental permit (for yourself or another person), you are committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

I understand that if I knowingly or recklessly make a false or misleading statement:

- **I may be prosecuted; and**
- **if convicted, I may have to pay a fine and/or go to prison.**

By signing below, you are confirming that you understand and agree with the declaration above.

Title

| | |
|--|--|
| | |
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First name

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Last name

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On behalf of (if relevant)

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