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**ENVIRONMENT
AGENCY**

Waste management licence

Environmental Protection Act 1990

**Carmarthenshire County
Council
Cillefwr Depot
Alltynap Road
Johnstown
Carmarthenshire
SA31 3QZ**

Authorisation number

EAWML 34214

Effective date

1 April 2004

COPY.

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Introduction

This note does not form part of the authorisation.

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

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

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

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

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

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

Authorisation

Environmental Protection Act 1990



**ENVIRONMENT
AGENCY**

Waste management licence

Authorisation Number

EA WML 34214

Facility type

Transfer Station

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grants a waste management licence authorising the

Keeping and Treating

of controlled waste on the land specified below, to
Carmarthenshire County Council

whose Registered Office address is

County Hall, Carmarthen, Carmarthenshire, SA31 1JP

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

The licence relates to the land at Cillefwr Depot, Alltynap Road, Johnstown, Carmarthenshire SA31 3QZ (hereinafter called 'the site') shown edged red on the drawing, reference number ES1372.CF02, dated November 2003, and attached to this licence.

This Authorisation shall have effect from:

1 April 2004

Signed

Peter Jordan

Team Leader – Environment Management

Date of signing

Conditions

1 General considerations

1.1 Specified waste management operations

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

- a** specified in and undertaken in accordance with the limitations in section 1.4 of the working plan and detailed in table 1.1 of this licence; or
- b** otherwise required by the conditions of this licence as being an integral part of those operations:

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
(A). D9: Physico-chemical treatment of waste.	All wastes specified in condition 1.2.1 of this waste management licence.	<ul style="list-style-type: none"> i) No more than 50 tonnes of non-hazardous waste, per day, may be treated for the purpose of disposal. ii) Treatment consisting only of physical sorting or separation of waste into different components, physical mixing or bulking of solid wastes of the same types where there are no resulting changes in the chemical composition of the wastes or its components
(B). D15 & R13: Storage pending disposal or recovery.	All wastes specified in condition 1.2.1 of this waste management licence.	<ul style="list-style-type: none"> i) The maximum total quantity of waste to be stored at the site at any one time shall not exceed 140 tonnes. ii) All wastes shall be stored within designated areas, skips or containers. Any loose waste that is not contained, as detailed above, shall be regarded as litter and shall be dealt with in accordance with section 10.1 of the working plan and condition number 6.5 of this licence
(C). R2: Recycling or reclamation of organic substances which are not used as solvents.	Wood, bark or other plant material as specified in condition 1.2.1 of this waste management licence.	i) Stored within a designated area on an impermeable pavement.
(D). R3: Recycling or reclamation of metals and metal compounds.	Metal wastes specified in condition 1.2.1 of this waste management licence.	i) Stored within a skip on an impermeable pavement.
(E). R4: Recycling or reclamation of other inorganic materials.	Inorganic wastes specified in condition 1.2.1 of this waste management licence.	i) Stored within a designated area.

Specified Waste Management Operations and Exempt Waste Management Operations

1.1.2

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

1.2 Permitted wastes

Permitted categories and types of wastes

- 1.2.1 No wastes other than those which are specified in detail in section 2.1 and Appendix A of the working plan shall be accepted at the site.

Permitted quantities of wastes

- 1.2.2 The quantities of wastes accepted shall not exceed those specified in detail in section 1.4 of the working plan. Whilst complying with the maximum quantities specified for each type of waste, the total quantity of waste accepted at the site per year shall not exceed 4,999 tonnes.

Exclusion of hazardous wastes and wastes with other specified characteristics

- 1.2.3 Hazardous wastes, special wastes, wastes that are liquid or sludge, pressurised gasses in containers, or wastes that consist solely or mainly of finely divided metal or of dusts, powders or loose fibres shall not be accepted at the site.

1.3 Hours of operation

- 1.3.1 Activities specified by this waste management licence shall only be carried out within the times detailed in section 1.5 of the working plan. In addition, the activities listed in table 1.3 of this waste management licence are further restricted.

Table 1.3 Permitted operating hours

Specified waste management operations	Permitted hours
All loading, and unloading, of waste materials.	08:00 to 18:00
Sorting of waste materials.	08:00 to 18:00
Operation of the waste compactor.	08:00 to 18:00

1.4 Staffing and understanding of requirements of licence conditions and working plan

Minimum staffing and supervision

- 1.4.1 Whenever the site is open to receive or despatch waste, or is carrying out any of the specified waste management treatment or disposal operations, it shall be by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence and the working plan regarding:

- a** waste acceptance and control procedures;
- b** operational controls and environmental monitoring;
- c** maintenance;
- d** record-keeping;
- e** emergency action plans;
- f** notifications to the Agency.

Availability of licence and working plan

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

Understanding of licence and working plan

- 1.4.3 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 and working plan which are relevant to their specific duties.

Staff Training Records

- 1.4.4 Current copies of staff training records shall be kept on site for all site operatives and persons involved in the supervision of licensed activities. These records shall be kept in accordance with section 7.1 of this waste management licence.

Attendance of Technically Competent Persons

- 1.4.5 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 Amendments to working plan and supporting information

Amendments to working plan requiring prior consent from the Agency

- 1.7.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.6 of this waste management licence, and to any appendices, drawings and figures which are referenced in those sections.

Table 1.6 Sections of working plan requiring prior consent for amendments

Number and Heading of Working Plan Sections and Appendices	Sections, Subsections and Appendices requiring Prior Consent for Amendments
Section 1. General Considerations	1.4, 1.5, 2.1, (Appendix A)
Section 2. Site Engineering	3.1, 3.2, 3.3, 3.4, (Appendix B)
Section 3. Site Infrastructure	A1.1
Section 4. Site Operations	4.1, 5.1, 6.1
Section 5. Pollution Control, Monitoring & Reporting	N/A
Section 6. Amenity Management and Monitoring	7.7, 8.1, 8.2, 8.3, 9.1, 9.2, 9.3, 10.1
Section 7. Site Records	11.1

1.7.2 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.

1.7.3 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.

1.7.4 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.

Amendments to the working plan requiring prior notification to the Agency

1.7.5 Except where it is specified under condition 1.6 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.

1.7.6 The notice shall be accompanied by a copy of the specified changes.

1.7.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Agency, when required by the Agency in writing.

1.7.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Agency in the amendment notification.

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

1.8.1 The following information shall be notified in writing within 5 working days to the Agency:

- a** where the Licence Holder is an individual or named individuals:
 - i** where the Licence Holder consists of more than one named individual, the death of any of those individuals;
 - ii** any change in the Licence Holder's name(s) or address(es);
 - iii** any steps taken with a view to the Licence Holder, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership;
 - iv** 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 registered office address (if different from the Licence Holder);
- b** where the Licence Holder is a registered company:
 - i** any change in the Licence Holder's trading name, registered name or registered office address;
 - ii** any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up;
 - 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 registered office address (if different from the Licence Holder);
- c** 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 registered office address (if different from the Licence Holder)

1.9 Notification of preparatory works

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

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

Specified waste management operations

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

Cessation and recommencement of receiving wastes

- 1.10.2 In the event that the site ceases receiving wastes for longer than 28 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 the site recommences receiving wastes sooner than the notified date then the Licence Holder 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 Engineered site containment and drainage systems

Provision and maintenance of site containment and drainage systems

- 2.1.1 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 condition 2.1.2 and sections 3.1 to 3.4 (inclusive) of the working plan.
- 2.1.2 The engineered site containment and drainage systems shall be inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose and to meet the standards specified in Table 2.1 of this waste management licence:

Table 2.4 Site containment and drainage standards

Type of Site Containment and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
a) Hardstanding	<p>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:</p> <ul style="list-style-type: none"> i) Shall remain even ii) Shall not be subject to any differential settling 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	<ul style="list-style-type: none"> i) Areas of impermeable pavement shall be constructed and maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints. ii) The impermeable pavement shall be constructed in accordance with section 3.2 of the working plan. iii) The impermeable pavement shall be laid with a fall towards the drainage system in order to prevent ponding.
c) Drainage systems	<ul style="list-style-type: none"> i) All engineered site drainage shall be constructed in accordance with section 3.3 of the working plan. ii) All inspections and emptying of silt traps and oil separator shall be recorded in the site diary. iii) A record shall be made in the site diary of any maintenance work undertaken on the site drainage infrastructure. iv) The oil separators shall be maintained to ensure that they remain fully operational. v) The oil separator chambers and filters shall be emptied at sufficient frequencies, and in such a manner, to prevent carryover of suspended solids or oil into the receiving watercourse or cause a significant reduction in the separator holding capacity. vi) Silt traps shall be emptied at sufficient frequencies to prevent the carryover of silt into the receiving watercourse.

d) Bunded areas (for the storage of wastes)	<p>Where wastes are stored within bunded areas:</p> <ul style="list-style-type: none"> i) Each bunded area shall have a capacity of not less than 110% of the total capacity of the largest tank, or container, situated within the bund. ii) The floors and walls of the bund shall be impervious to the contents of the tanks, or containers, situated within the bund. iii) All tanks and containers are accurately labelled to show their contents. iv) Bunds shall not have any drainage outlets. V) Rainwater shall be removed from all bunds by bailing, or pumping, and treated as contaminated water. This water shall be disposed of at a suitable, licensed, waste management facility.
e) Covered buildings or roofed areas	<p>Where wastes are stored in a building:</p> <ul style="list-style-type: none"> 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 watercourse or a soakaway.
f) Fixed bays and other fixed containers	<ul style="list-style-type: none"> i) 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.
g) Storage areas for skips, drums and other mobile tanks and containers	<ul style="list-style-type: none"> i) All skips, drums and other mobile tanks and which are used for the storage of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.
h) Inspection and maintenance of engineered containment	<p>All areas of 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:</p> <ul style="list-style-type: none"> 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. iii) If repaired, shall be subject to construction quality assurance and a validation report shall be submitted to the Agency for approval prior to the reintroduction of waste into the affected area(s).

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 has been newly constructed to meet the requirements of this condition until:

- 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 sections 3.1 to 3.4 (inclusive) of the working plan condition number 2.1 of this licence;
- c** the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency and has been acknowledged in writing by the Agency.

Construction quality assurance of existing site containment and drainage systems

2.1.4

Within 2 months of the issue of this licence the following information shall be submitted to the Agency by the licence holder:

- 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;
- 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 meet the standards specified in sections 3.1 to 3.4 (inclusive) of the working plan and condition number 2.1 of this licence;

the validation report confirming that the engineered site containment and drainage system meets the specified standards has been submitted in writing to the Agency and has been acknowledged in writing by the Agency.

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 affecting the legibility of the information prescribed within condition 3.1.3 below, details of all damage shall be recorded in the site diary and the board shall be repaired or replaced within 5 working days.
- 3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:
- a** Site name and address;
 - b** Licence Holder name (company name, not individual name unless justified as necessary);
 - c** Operator name (company name, 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 333111 and 0800 807060 or as 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 section A1 of the working plan and the requirements detailed in Table 3.2 of this licence:

Table 3.2 Site security system standards

Site security system	Specified standards
a) Timetable of provision	i) Site security shall be provided prior to commencement of the specified operations.
b) Design standards	i) The perimeter of the site shall be protected by a 2.4m high palisade fence and lockable gates as detailed in section A1.1 of the working plan.
c) Operational standards	i) The site shall be kept closed and secure at all times when unattended.
d) Maintenance standards	i) 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

Prevention of mud and debris on road

4.1.1 Whenever the site is receiving or despatching wastes or site engineering works are being carried out, measures shall be provided, operated and maintained in accordance with section 4.1 of the working plan 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 outside the site.

4.1.2 All vehicles leaving areas of the site which are operational, or upon which engineering works are being carried out, shall before leaving the site, be cleaned as necessary using the specified equipment and shall be checked to ensure that they are clear of loose waste and that their loads are secure.

Remediation of mud and debris on road

4.1.3 In the event that mud, debris or waste 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.

Potentially polluting leaks and spillage's from fixed tanks, drums and other mobile containers

- 4.2.2 Each tank, drum or mobile container used to hold wastes which contain potentially polluting liquids, sludges or powders shall be:
- a** clearly and unambiguously labelled regarding its contents;
 - b** repaired immediately in the event of damage or deterioration that is likely to cause, or has caused, the spillage of waste.

In addition to the requirements of condition 4.2.2 A and B above fixed tanks shall also:

- c** be provided with means for measuring the quantity of material and the void space in the tank, which shall be maintained and calibrated as specified;
- d** be monitored for quantity of material contained, and the monitoring measurements recorded;

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) Control and remediation of leaks and spillage's.	i) Dry, clean sand or proprietary absorbents shall be kept on site at all times for immediate use in the event of any leak or spillage.
b) Leak and spillage action plan.	ii) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids or sludge's. All contaminated sand, or proprietary absorbents, shall be cleared and placed in sealed containers once the spillage has been controlled. iii) Major spillages, which are causing or are likely to cause polluting emissions to the environment: <ul style="list-style-type: none">• 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 containers;• the Agency shall be informed immediately.• All contaminated sand, or proprietary absorbents, shall be cleared and placed in sealed containers once the spillage has been controlled.

4.3 Fires on the site

Prohibition of unauthorised fires on site

- 4.3.1 No wastes shall be burned on the site.

Fire action plan

- 4.3.2 In the event of a fire on the site In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the following actions shall be implemented immediately and recorded in the site diary:

- a** the Agency shall be informed immediately of the fire; and
- b** so far as practicable, contaminated site drainage shall be prevented from entering any surface water drain or water course or unsurfaced ground.

4.4 Waste acceptance and control procedures

Waste acceptance procedures

- 4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 5.1 of the working plan 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 section 5.2 of the working plan and the standards specified in Table 4.4 below.

Incompatible wastes

- 4.4.4 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, in accordance 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 reception, inspection and control	i) Wastes stored at the site shall be regularly checked during the working day to ensure that they comply with the permitted waste types detailed in condition 1.2.1 and are stored in the appropriate container and location within the site.
b) 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 container, and, where these are or appear to be special wastes, the Agency shall be informed immediately; ii) Quarantined wastes shall be stored within an enclosed container or skip which shall be kept locked at all times; iii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible; iv) Quarantined wastes shall be removed from site within 7 days; v) A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.
c) Identification of wastes	i) Areas, bays and containers shall be clearly defined and labelled to identify the wastes stored within them
d) Inspection of wastes for despatch	i) All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
e) Incompatible wastes	i) Incompatible wastes or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations, 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 area.

4.5 **Waste quantity measurement systems**

Means of measurement

4.5.1 All wastes accepted at and despatched from the site shall be measured in accordance with section 6.1 of the working plan and either of the following requirements:

- a** The weight of all wastes accepted at and despatched from the site shall be determined by means of a weighbridge. The weighbridge shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes.
- b** 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 Removal of residual wastes from site

- 4.6.1** In the event that the specified waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed within 28 days 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 the emptying of sealed sumps, bunded areas and oil separators.

5

Pollution control, monitoring and reporting

No conditions are necessary in this section of the licence.

6 Amenity management and reporting

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

6.1.1 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 this condition and sections 8.1 to 8.3 (inclusive) of the working plan.

6.1.2 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.

6.1.3 In the event that any dusts, fibres or particulates arising from the site are released or are likely to be released outside the site boundary in such quantities or concentrations that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, the actions specified in sections 8.1 to 8.3 (inclusive) of the working plan shall be implemented immediately.

6.2 **Control of odours**

6.2.1 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 sections 9.1 to 9.3 (inclusive) of the working plan.

6.2.2 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.

6.2.3 On detection, or notification of aerial emissions of odour that are, or are likely to be, transported beyond the boundary of the site 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, the actions specified in section 9.1 to 9.3 (inclusive) of the working plan shall be implemented immediately.

6.3 **Control of pest infestations**

6.3.1 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 section 7.7 of the working plan.

6.4 Control of scavenging birds and other scavengers

- 6.4.1 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 section 7.7 of the working plan.

6.5 Control of litter

- 6.5.1 Measures shall be implemented and maintained throughout the operational life of the site to monitor and control the escape of litter from designated areas, skips or containers as detailed in condition 1.1.1 of this licence.
- 6.5.2 Litter monitoring and control shall be implemented in accordance with section 10.1 of the working plan.
- 6.5.3 In the event that litter does escape from designated areas, skips or containers as detailed in condition 1.1.1 of this licence it shall be progressively collected by the operator so that by the end of the working day there shall be no litter either on the licensed area or outside the site boundary.

7 Site records

7.1 Security and availability of records

Security of records

- 7.1.1 All records which are required to be made under the other conditions of this licence and the working plan shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with section 11.1 of the working plan and the requirements specified in Table 7.1 below.

Availability of records

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

Table 7.1 Standards for keeping of site records

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

7.2 Records of waste movements

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

7.2.2 *for waste received:*

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

7.2.3 *for waste/material removed:*

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

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

7.3 **Site diary**

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

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

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

Interpretation

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

“accepted”

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

“authorised officer of the Agency”

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

“chlorofluorocarbons”

(CFCs) means the controlled substances listed in Group I of Annex I of Regulation (EC) No 2037/2000 of the European Parliament and of the Council of 29 June 2000 on substances that deplete the ozone layer, including their isomers.

“consequences”

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

“engineer”

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

“engineered”

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

“engineered site containment and drainage system”

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

“engineering”

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

“engineering survey”

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

"environmental targets or receptors"

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

"groundwater"

means any water contained in underground strata;

"hazard"

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

"hydrochlorofluorocarbons"

(HCFCs) means the controlled substances listed in Group VIII of Annex I of Regulation (EC) No 2037/2000 of the European Parliament and of the Council of 29 June 2000 on substances that deplete the ozone layer, including their isomers,

"immediately"

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

"inert waste"

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

"List I and List II substances"

means those substances listed in the Annex to Directive 80/68/EEC;

"Litter"

means any loose waste, that has originated from activities on the licensed site, that is not contained within designated areas, skips or containers as detailed in condition number 1.1.1 of this licence.

"maintenance"

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

"minor spillage"

any potentially polluting leak or spillage less than 100 litres;

"major spillage"

any potentially polluting leak or spillage greater than 100 litres;

"preparatory works"

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

"probability"

means the quantified expression of chance, denoted either as:

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

“received”

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

“release pathways”

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

“relevant offences”

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

“risk”

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

“risk assessment”

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

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

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

“scope of risk assessment”

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

“special waste”

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

“specified waste management operations”

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

“surface water management system”

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

“surface water”

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

“the 1994 Regulations”

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

“the Agency”

means the Environment Agency;

“the Licence Holder”

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

“the operator”

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

“the site”

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

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

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

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

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

“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;

“waste oil”

means any mineral-based lubricating or industrial oil which has become unfit for the use for which it was originally intended and, in particular, used combustion engine oil, gearbox oil, mineral lubricating oil, oil for turbines and hydraulic oil;

“Working day”

means the operational hours of the site as detailed in section 1.3 of the working plan. The end of the working day is the closing time of the site as detailed in section 1.5 of the working plan.

Appendices to conditions

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

Introduction

Your waste management licence condition no. 7.2 requires you to provide to the Agency a summary of the records which you must keep of all wastes received and of all waste materials removed from the site. This set of instructions specifies the format of the summary which is required by the Agency. A standard form is provided (Ref. WMS1 & WMS3) which you must use when completing summary returns to comply with the licence condition. Please retain it as a master and photocopy it each time you make a return. An electronic version is available on request.

Waste type and quantity

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

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

District of Origin/Destination

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

Your Legal Responsibility

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

Daily site records

For waste/material entering the site you need to record

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

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

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

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

Quarterly Returns

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

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

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

General Information

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

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

Section 3: Waste received on 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).

Section 4 – Waste removed from site

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.

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.

Accompanying documents

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

- i** Waste return form WMS1 and continuation sheet WMS3 (if required).
- ii** Waste Categories for Wales - Ref. 00/IB (you must use these categories when completing the summary return form)
- iii** Factors to Convert Waste Volume to Weight (you can use these conversion factors when converting volume to weight)
- iv** District Codes (you must use these codes when completing the Waste return form WMS1 and continuation sheet WMS3 (if required)).
- v** Guidance notes for WMS1 waste return form.

Rights of appeal

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

- a licence is granted subject to conditions

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

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

The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Tel: 02920 823859

Fax 02920 825150

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

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

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