



**ENVIRONMENT  
AGENCY**

## Waste management licence

Environmental Protection Act 1990

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**Verdant Group PLC  
Tythegston Civic Amenity  
Site,  
Tythegston Landfill,  
Tythegston.  
Bridgend  
Mid Glamorgan**

Authorisation number

EAWML 34254

Effective date: 15 November  
2004

**Asiantaeth yr Amgylchedd Cymru**

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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

**EAWML34254**

Facility type

**Civic Amenity Site**

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

**Keeping & Treating**

of controlled waste on the land specified below, to  
**Verdant Group PLC**

Whose business address is:

**Lakeside Pavilion**

**Chaucer Business Park**

**Watery Lane**

**Kemsing**

**Kent**

**TN15 6QY**

The licence relates to the land at;

Tythegston landfill site, Tythegston, Bridgend, Mid Glamorgan. (hereinafter called 'the site') shown edged in red on the drawing, titled ES1445.TYTH.01 Application Site Boundary, dated 03/04 and attached to this licence.

This Authorisation shall have effect from: *1st November 2004*

Signed

A handwritten signature in black ink, enclosed in a rectangular box.

**Alan Jones**

**Team Leader - Environment Management**

## 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 1.1 of the working plan and in the following table; or
- b** otherwise required by the conditions of this licence as being an integral part of those operations;

**Table 1.1 Specified waste management operations**

<b>Specified Waste Management Operation</b>	<b>Permitted Waste Types which may be subject to the Specified Operation</b>	<b>Limits on Specified Waste Management Operations</b>
Storage (D15 and R13) pending disposal or recovery	All categories specified under condition 1.2.1 of this waste management licence	<ul style="list-style-type: none"> <li>i) The Maximum quantity of waste to be stored on the site at any one time shall not exceed the maximum quantity specified in Table 2 of the working plan</li> <li>ii) The maximum storage time for degradable and inert waste shall not exceed the storage times specified in Table 2 of the working plan.</li> <li>iii) All wastes on site shall be stored in bays or containers provided in accordance with condition 2.1 of this licence.</li> <li>iv) All skips, drums, and other mobile tanks or containers being used to store waste shall only be placed upon impermeable pavement in accordance with section 2 of the working plan.</li> <li>v) All skips, drums, and other mobile tanks or containers being used to store waste shall remain closed or covered when the site is closed or unmanned to prevent the escape of their contents.</li> <li>vi) All areas, bays skips, drums, or other mobile tanks or containers being used to store wastes shall be clearly labelled to identify the wastes stored within them.</li> </ul>
	A. Cement bonded Asbestos	<ul style="list-style-type: none"> <li>i) The maximum quantity of bonded asbestos stored on site at any one time shall not exceed 9 tonnes.</li> <li>ii) Asbestos waste shall only be stored in a sealed and lockable container of durable manufacture.</li> <li>iii) Waste shall only be stored within the designated container upon an impermeable pavement.</li> <li>iv) The secure container being used to store asbestos waste only and shall be stored in accordance with section 1.1.3.2 &amp; 4.4.2 of the working plan.</li> </ul>
b) Physico-chemical treatment of waste (D9)	All categories specified under condition 1.2.1 of this waste management licence	<ul style="list-style-type: none"> <li>i) Treatment consisting only of physical sorting or separation of wastes into different components</li> </ul>

*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 categorised below in Table 1.2 and specified in detail in Appendix A to these conditions shall be accepted at the site.

**Table 1.2.A Permitted quantities of waste**

<b>Permitted Waste Categories</b>	<b>Maximum Permitted Quantities (tonnes/year)</b>
<b>Inert wastes</b>	No limit subject to maximum storage capacities detailed in Table 1.1.
<b>General and biodegradable wastes</b>	No limit subject to maximum storage capacities detailed in Table 1.1.
<b>Metals and discarded (scrap) composite equipment</b>	No limit subject to maximum storage capacities detailed in Table 1.1.
<b>Special Wastes ( 17.06.05)</b>	Only cement or resin bonded asbestos waste or hazardous waste that has been produced and delivered to the site by a householder subject to the maximum storage capacities specified in Table 1 and section 1.1.4 of the working plan.

*Permitted quantities of wastes*

- 1.2.2 The total quantity of waste accepted at the site per year shall not exceed 24,999 tonnes.
- 1.2.3 The total quantity of non-hazardous waste received for disposal by physico-chemical treatment (D9) at the site shall not exceed 50 tonnes in any one 24 hour day.
- 1.2.4 The total quantity of hazardous waste received for disposal by physico-chemical treatment (D9) at the site shall not exceed 10 tonnes in any one 24 hour day.

1.3 **Hours of operation**

- 1.3.1 The waste management operations authorised by this licence shall only be carried out within the times specified in section 1.3 of the working plan

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

*Minimum staffing and supervision*

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

*Availability of licence*

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

*Understanding of licence*

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

*Attendance of Technically Competent Persons*

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

1.5 **Changes in technically competent persons**

- 1.5.1 Any changes in the technically competent management of the site and the name of any incoming person [together with evidence that such person has the required technical competence] shall be submitted to the Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations.

1.6 **Relevant convictions**

*Notification of relevant convictions*

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

*Notifications of appeals against convictions*

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

1.7 **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 1.7, and to any appendices, drawings and figures which are referenced in those sections.

**Table 1.7 Sections of the 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
1.1	Specified waste management operations	1.1 1.1.3.3
1.2	Permitted wastes	1.2 Appendix C
2.1	Site Engineering for Pollution Prevention and Control	2.1 2.1.3 2.1.4 Table 2 ES1445.TYTH201
3.1	Site Security	3.1
4.4	Site Operations	4.1 4.2 4.3 4.4 4.5 4.5.1
6.1	Amenity Management and Monitoring	6.1 6.2 6.2.3 6.3 6.4
7.1	Site Records Drawings	7.1 ES1445.TYTH.02

- 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 1.7.1 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.
- 1.7.6 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: [note: delete as appropriate]
- 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 or address;
    - 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);] or
  - 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); or
  - 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 storage 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 specified waste management operations*

- 1.10.2 In the event that the site ceases receiving wastes for longer than 21 days then within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of recommencement. In the event that it is intended that the site shall recommence 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 **Engineering 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 this condition and condition 2.1.2.
- 2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, maintained and meet the standards specified in Table 2.1 below.

**Table 2.1 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> <ol style="list-style-type: none"> <li>I. shall remain even</li> <li>II. shall not be subject to settlement or differential settlement</li> <li>III. shall not be subject to rutting by vehicles even when wet</li> <li>IV. shall have sufficient durability to allow cleaning for example by scraping</li> <li>V. shall remain free of standing water.</li> </ol>
a) Impermeable pavement, bunding and sills	<p>a) Areas of impermeable pavement, bunding and sills shall be constructed and maintained in accordance with Section 2.1.2 of the working plan, so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.</p>
b) Drainage systems	<ol style="list-style-type: none"> <li>I. All engineered site drainage shall be constructed in accordance with section 2.1.3 of the working plan.</li> <li>II. Drainage to areas of impermeable pavement shall be provided in accordance with section 2 of the working plan.</li> <li>III. Uncontaminated drainage from clean yard areas shall be kept separate and discharged to either surface water or sewer or watercourse or soakaway.</li> <li>IV. Any interceptors on site shall be maintained at least every 6 months and a log maintained of the inspection date, depth of oil and any cleaning that is undertaken.</li> </ol>
c) Fixed bays and other fixed containers	<ol style="list-style-type: none"> <li>I. All fixed bays and other fixed containers used for the storage and treatment of wastes must be constructed and maintained to a standard that is fit for purpose.</li> <li>II. The inspection and any necessary maintenance of any fixed bay and/or other fixed containers shall be recorded in the site diary.</li> </ol>
d) Storage areas for skips, drums and other mobile tanks and containers	<ol style="list-style-type: none"> <li>I. All skips, drums and other mobile tanks and containers having individual capacities of greater than 10 litres which are used for the storage of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.</li> </ol>
e) Surface water drainage	<ol style="list-style-type: none"> <li>I. Drainage to areas which lead to surface waters</li> </ol>

**Table 2.1 Site containment and drainage standards**

Type of Site Containment and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
system	shall be constructed and maintained in accordance with section 2.1.3 of the working plan.
f) Inspection and maintenance of engineered containment	<p data-bbox="895 434 1474 591">i. All areas of hardstanding, impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips, drums and other mobile tanks and containers:</p> <p data-bbox="895 598 1474 745">(a) 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</p> <p data-bbox="895 752 1474 909">(b) 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,</p> <p data-bbox="895 916 1474 1064">(c) The licence holder 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.</p> <p data-bbox="895 1070 1474 1227">(d) All repair work (unless otherwise agreed in writing with the Agency) 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.</p>

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

2.1.3

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

- a** details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;
- b** the engineered site containment and drainage system has been constructed in accordance with the other requirements of condition 2.1;
- c** the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency, and the Agency has confirmed in writing that it has no objection to the placement of wastes on that containment area.

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

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

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

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

### 3 Site infrastructure

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

3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.

3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect, the board shall be repaired or replaced within 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 933 3111 and 0800 807060 (or any other number subsequently notified in writing by the Agency);
- h** Days and hours site is open to receive waste.

#### 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 3.1 of the working plan.

## 4 Site operations

### 4.1 **Control of mud and debris and loose waste**

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

4.1.1 Whenever the site is receiving or despatching wastes, measures shall be provided, operated and maintained 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.

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 and shall be checked to ensure that they are clear of loose waste and that any waste is secure.

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

4.1.3 In the event that mud, 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.

#### *Control and remediation of leaks and spillages*

4.2.2 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 section 4.2 of the working plan and shall meet the standards specified in Table 4.2 below.

**Table 4.2 Standards for prevention and control of leaks and spillages**

Action	Specified standards
a) Loading and unloading skips, drums and other mobile containers	i) Loading and unloading of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place during loading/ unloading. iii) Loading/ unloading shall be carried out in an area provided with engineered containment of the type required for that waste under condition 4.6, and of the standard of containment specified under condition 2.1.
b) Filling and emptying drums and other mobile containers	i) Filling and emptying of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place at the end of filling iii) Containers shall not be filled beyond their operational capacity. iv) Filling and emptying shall be carried out in a bunded area maintained in accordance with condition 2.1.2. v) Measurement of level/ void space shall be by physical dipping prior to loading.
c) Inspection, maintenance and repair of drums and other mobile containers	i) Containers shall be inspected daily for leaks. ii) Containers found to be leaking either shall be immediately transferred to a larger over-container or shall have their contents immediately transferred to an alternative container.
d) Control and remediation of leaks and spillages	i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids and placed in alternative containers. ii) Major spillages, which are causing or are likely to cause polluting emissions to the environment: <ul style="list-style-type: none"> <li>• immediate action shall taken to contain the spillage and prevent liquid from entering surface water drains, water courses and unsurfaced ground;</li> <li>• the spillage shall be cleared immediately and placed in alternative containers;</li> <li>• the Agency shall be informed immediately.</li> </ul>

4.3 **Fires on the site**

*Prohibition of fires on site*

- 4.3.1 No wastes shall be burned on the site.
- 4.3.2 Measures shall be implemented and maintained throughout the operational life of the site, in accordance with section 4.3 of the working plan.

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

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

4.4 **Waste acceptance and control procedures**

*Waste acceptance procedures*

- 4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with Section 4.4 of the working plan and the standards specified in Table 4.4 below.
- 4.4.2 Refrigeration units shall not be stored for greater than 3 months unless the refrigerant and lubricant has been removed;

*Waste control procedures*

- 4.4.3 All wastes accepted at the site shall be handled, kept and recorded in accordance with Section 4.4 of the working plan and the standards specified in Table 4.4 below.

*Waste despatch procedures*

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

**Table 4.4 Standards for waste acceptance and control procedures**

Stage of Waste Handling	Specified standards
a) Waste reception, inspection and control	<p>All wastes received at the site:</p> <ul style="list-style-type: none"> <li>i) Shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation. To ensure that they comply with the permitted waste types detailed in condition 1.2 and that they are stored in the appropriate container and location within the site.</li> <li>ii) All waste refrigeration equipment, household chemicals, lead acid batteries, asbestos, fluorescent tubes and liquefied gas containers shall be segregated from general household wastes and handled carefully to prevent damage.</li> <li>iii) Refrigeration equipment shall be inspected to ensure that they do not contain food residues. If food residues are found they shall be removed before the end of the working day on which they were received at the site. If the food residues are malodorous, or have the potential to be malodorous, they shall be handled in accordance with section 6.2.3 of the working plan.</li> <li>iv) Unless stored in an enclosed building shall have the doors removed or,</li> <li>v) The door seal and latch removed or rendered inoperative and the door adequately secured prevent unauthorised opening.</li> <li>vi) Lead acid batteries shall be stored on an impermeable pad in an acid resistant, sealed, lockable container to prevent the ingress of surface water</li> <li>vii) Nominally empty LPG cylinders shall be stored in accordance with section 1.1.3.5 of the working plan within a caged area.</li> </ul>
b) Waste control procedures: quarantine storage and rejection of wastes	<ul style="list-style-type: none"> <li>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;</li> <li>ii) Quarantined wastes shall be stored within an enclosed compound, container or skip as detailed in section 4.4 of the working plan, which shall be kept locked at all times when not accepting wastes.</li> <li>iii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible;</li> <li>iv) Quarantined wastes shall be removed from site within 28 days;</li> <li>v) The maximum quantity of wastes kept in the quarantine storage area shall not exceed 5 tonnes at any one time.</li> <li>vi) A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.</li> <li>vii) Containers for hazardous waste shall be appropriately labelled</li> </ul>
c) Identification of wastes	<ul style="list-style-type: none"> <li>i) Areas, bays and containers shall be clearly defined and labelled to identify the wastes stored within them.</li> </ul>
d) Waste despatch procedures	<ul style="list-style-type: none"> <li>i) All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition</li> </ul>

- |                        |  |
|------------------------|--|
| e) Incompatible wastes | ii) Incompatible wastes that 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. |
|------------------------|--|
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4.5 **Waste quantity measurement systems**

*Means of measurement*

- 4.5.1 All wastes despatched from the site shall be measured in accordance with the following requirements:
- a The weight of all wastes despatched from the site shall be determined by means of either:
    - i a public weighbridge designated in the working plan, or a weighbridge or scales located within the site and designated in the working plan site layout plan; and
    - ii the weighbridge or scales used shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes; or
  - b the conversion of volume to weight in tonnes, using volume/weight conversion factors which are specified in section 4.5.2 of the working plan.

4.6 **Removal of residual wastes from site**

- 4.6.1 In the event that no wastes are received on the site for 6 months and the Agency has reasonable grounds to believe that the importation of wastes will not be resumed within 28 days, then, notwithstanding any operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, cleaning of plant, equipment and engineered containment used in the specified waste management operations, and emptying of any sealed sumps or interceptors.

5 **Pollution control, monitoring and reporting**

No conditions necessary.

## 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 the actions specified in section 6.1 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 onto public areas outside the site boundary in such quantities or concentrations that are likely to cause pollution to the environment or harm to human health or serious detriment to the amenity of the locality, the actions specified in section 6.1 of the working plan shall be implemented immediately.

### 6.2 **Monitoring and control of odorous emissions**

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 the standards specified in Section 6.2. of the working plan.

### 6.3 **Monitoring and 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 6.3 of the working plan.

### 6.4 **Control of litter**

6.4.1 Measures shall be implemented and maintained throughout the operational life of the site to prevent the escape of litter from the confines of the site, in accordance with section 6.4 of the working plan.

6.4.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable and no later than 1 hour after the end of the working day.

6.4.3 Litter on site should also be cleaned up by the end of the working day

## 7 Site records

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

#### *Security of records*

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

#### *Availability of records*

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

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

#### *Recording of wastes accepted and removed*

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

#### *Summary records of wastes accepted and removed*

- 7.2.2 A summary record of the waste types and quantities 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 that quarter. The summary record shall be in the format detailed in Appendix B or otherwise 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** start and finish of daily waste management activities on site
  - c** maintenance
  - d** breakdowns

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

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;

*“container”*

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

*“engineered”*

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

*“engineering”*

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

*“groundwater”*

means any water contained in underground strata;

*“hazardous”*

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

*“immediately”*

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

*"inert waste"*

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

*"maintenance"*

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

*"received"*

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

*"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;

*"special waste"*

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

*"specified waste management operations"*

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

*"surface water"*

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

*"the 1994 Regulations"*

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

*"the Agency"*

means the Environment Agency;

*"the Licence Holder"*

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

*"the operator"*

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

*“the site”*

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

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

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

- 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;

## Appendices to conditions

### Appendix A - Permitted Wastes (Condition 1.2.1)

#### Permitted Waste Categories and European Waste Catalogue Chapter

##### **CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)**

17 06 05 \* construction materials containing asbestos

##### **MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS**

###### **separately collected fractions (except 15 01)**

20 01 01 paper and cardboard

20 01 02 glass

20 01 08 biodegradable kitchen and canteen waste

20 01 10 clothes

20 01 11 textiles

20 01 21\* fluorescent tubes and other mercury-containing waste

20 01 23 discarded equipment containing chlorofluorocarbons

20 01 25 Edible oil and fat

20 01 26 Oil and fat other than those mentioned in 20 01 25

20 01 27 Paint, inks, adhesives and resins containing dangerous substances

20 01 28 paint, inks, adhesives and resins other than those mentioned in 20 01 27

20 01 35\* discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components. Hazardous components from electrical and electronic equipment may include accumulators and batteries mentioned in 16 06 and marked as hazardous; mercury switches, glass from cathode ray tubes and other activated glass etc.

20 01 36 discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35

20 01 38 wood other than that mentioned in 20 01 37

20 01 39 plastics

20 01 40 metals

###### **garden and park wastes (including cemetery waste)**

20 02 01 biodegradable waste

20 02 02 soil and stones

20 02 03 other non-biodegradable wastes

###### **other municipal wastes**

20 03 01 mixed municipal waste

20 03 02 waste from markets

20 03 03 street-cleaning residues

20 03 07 bulky waste

## Appendix B - Format for summary records of wastes accepted and removed (Condition 7.2.2)

### Introduction

Your waste management licence condition no. 7.2.2 requires you to provide to the Agency a summary of the records, which you must keep of all wastes received and of all waste materials removed from the site. This set of instructions specifies the format of the summary that 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 Appendix A.

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, powder, gas, 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

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

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.

### **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** Factors to Convert Waste Volume to Weight (you can use these conversion factors when converting volume to weight)
- iii** 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.

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);

## 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.