

Company Secretary
Windsor Waste Management Limited
Unit 29
Childerditch Industrial Estate
Childerditch Hall Drive
CM13 3HD

Our ref: EPR/AB3190CN/T002

Date: 04/10/2017

Dear Company Secretary,

Transfer of permit is complete

Permit reference: EPR/ AB3190CN

Waste returns reference: EPR/AB3190CN

Operator: Windsor Waste Management Ltd

Facility: Windsor Waste Management Ltd, Buildings G, Chapel Farm Industrial Estate, Cwmcarn, Newport, NP11 7BH

Our determination of your application for a full transfer is complete. We're satisfied that you will be the person who will operate the facility and you will comply with the requirements of the permit.

The transfer takes effect from **04/10/2017**.

I enclose a notice showing the transfer details and your permit conditions. Keep this in a safe place with your other permit records.

This letter contains web links to other documents. If you aren't able to access these phone our Customer Services Centre for help.

The environmental permit should have been passed to you during the handover of the property or business. If you do not have a copy of the permit you must contact a local officer. Telephone our Customer Services Centre on 0300 065 3000 and they will put you in touch with an area officer.

You will also need to look at the document 'How to comply with your environmental permit' as this will help you understand how to meet the conditions of the permit. You can find this on our web page at:

<http://naturalresources.wales/media/2110/how-to-comply-with-your-environmental-permit.pdf>

Please look at the table below and note any of the things that apply to your permit.

Ffôn/Tel 0300 065 3433
Ffacs/Fax 0300 065 3001
Ebost/Email magda.leonowicz@cyfoethnaturiolcymru.gov.uk
magda.leonowicz@naturalresourceswales.gov.uk

Gwasanaeth Trwyddedu (Caerdydd), Cyfoeth Naturiol Cymru, Tŷ Cambria, 29 Heol Casnewydd, Caerdydd. CF24 0TP

Permitting Service (Cardiff), Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website www.cyfoethnaturiolcymru.gov.uk

www.naturalresourceswales.gov.uk

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg
Correspondence welcomed in Welsh and English

If...	then...
you plan to keep your records at a site other than where the activity takes place	you need to let us know within 20 working days of receiving this letter.
your permit includes pre-operational or improvement conditions	check the deadlines for completing measures and make sure you carry them out by the times stated
your permit requires you to operate in accordance with an odour management plan or a fire prevention and mitigation plan	<p>this should already be in place for your site, and be supplied upon request.</p> <p>The odour management plan guidance can be found on our website: https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en</p> <p>The fire prevention and mitigation plan guidance can be found on our website: https://naturalresources.wales/permits-and-permissions/environmental-permits/guidance-to-help-you-comply-with-your-environmental-permit/?lang=en</p>
you are carrying out a waste operation or activity and need to submit quarterly waste returns on waste movements	<p>Please request the latest version of our waste return template from waste.returns@cyfoethnaturiolcymru.gov.uk prior to completing your first return.</p> <p>Information on deadlines and guidance to assist with completing waste returns is available on our website: http://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en</p> <p>When you complete your return use the waste returns reference above and submit to: waste.returns@cyfoethnaturiolcymru.gov.uk</p>
you need to submit other returns	send these to your area office. Speak to your area officer to check local arrangements.

There is an annual subsistence charge for your permit unless your permit is only for mobile plant, where instead we will charge for each deployment.

The annual charge is due on demand in the year that we issue the permit and then on 1 April each year. If you need to know more about the subsistence charge please look at the charging guidance on our website at: <http://naturalresources.wales/about-us/what-we-do/how-we-regulate-you/our-charges/?lang=en>

If you have any questions about this permit please phone our Customer Services Centre on 0300 065 3000. They will put you in touch with a local area officer.

We'd really like to hear about your experience of dealing with us in relation to your Natural Resources Wales permit application. Please give us 5 minutes of your time to complete our online survey using the following link:
<http://naturalresources.wales/permits-and-permissions/permitting-service-customer-survey/?lang=en>

Yours sincerely

Magda Leonowicz
Swyddog Trwyddedu/Permitting Officer

Waste Returns 2017 Notification

We are writing to inform you that the waste return template has been updated for the submission of waste returns in 2017.

Please note we can only accept the spreadsheet attached to this email for submission of returns for the reporting period 1st January – 31 March 2017 onwards (i.e. submission deadline 30 April 2017 onwards). All return deadlines for the 2017 reporting year are listed in the table below for your convenience.

Please also be reminded that your quarter 4/annual 2016 return is due for submission to us by the 31st January 2017. It is possible for you to use the new attached 2017 return template for submission of this return as well as any outstanding returns for other historic periods.

Deadlines for submitting waste returns for the 2017 reporting year

Reporting Quarters	Deadline for return
1 January to 31 March 2017	30 April 2017
1 April to 30 June 2017	31 July 2017
1 July to 30 September 2017	31 October 2017
1 October to 31 December 2017	31 January 2018

Annual return period	Deadline for return
1 January to 31 December 2017	31 January 2018

Information copied and pasted from earlier returns' forms is not compatible, therefore cannot be accepted and will be returned.

Information and guidance to help you complete your return can be found at:

<http://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en>

To ensure compliance with your permit, you must send us completed, accurate waste returns by the deadlines above. Late waste returns are recorded as a permit breach and therefore attract a compliance score. Scoring non-compliances could mean a higher annual subsistence charge for you. Repeated late returns will increase the score you receive and may lead to further escalation.

Please see the checklist below to help you complete your return:

Checklist for completing your return

- 1) Check the version of the form you are using, we can **only** accept version 7.3 of the Excel spread-sheet for 2017 returns.
- 2) Select correct quarter and year from drop down options
- 3) Use EPR reference number for your permit, we **won't** accept EAWML or other reference numbers-check your permit/public register if unsure:
<http://epr.environment-agency.gov.uk/ePRInternet/searchregisters.aspx>
Please use original EPR, not variations unless transferred and advised accordingly
- 4) Complete **all** light blue boxes, that information is mandatory-check to see if there is a drop-down option. (You can only enter data if there isn't one)
- 5) Complete from the first available cell-don't leave gaps.
- 6) Local authority area-**must select local authority** from drop down options **NOT** country
- 7) Disposal & Recovery code-unsure? Check [pick-list document](#) (available as downloadable document from our Waste Returns web page)
- 8) Waste collection authority source & biodegradable columns: select 'Yes' from drop down option or **leave blank**

9) Check accuracy of info and save as xls file

10) **MF facilities/landfills:** have you entered any extra data required?

If you have any other difficulties/queries regarding completing your return please contact your local Environment Officer.

Please be aware that if:

- Your site became operational during this period you should submit a waste return, or;
- No waste was received at your site during this period you must report a nil waste return.

If you operate a landfill please include the remaining capacity on your return form. You should report the capacity in the January return*, however if you are unable to provide the required information at that point in time you must provide it in the following quarter's return in April.

*(To report landfill capacity you need to give the current capacity from a survey taken during that month and provide the remaining capacity at the start of that calendar year)

Please send your completed returns to:

Email – waste.returns@naturalresourceswales.gov.uk

Post – Natural Resources Wales, Tŷ Cambria, 29 Newport Road, Cardiff, CF24 0TP

If you have any questions, please contact us via email at waste.returns@naturalresourceswales.gov.uk or by telephone on 0300 0653000

Yours faithfully

Waste Returns Team
Natural Resources Wales