OUTGOING

PERMIT

ENVIRONMENTAL PROTECTION ACT 1990

WASTE MANAGEMENT LICENCE

A1 SKIPS TRANSFER STATION
NEWPORT

Licence No EAWML 30298

ASIANTAETH YR AMGYLCHEDD CYMRU
ENVIRONMENT AGENCY WALES

ENVIRONMENTAL PROTECTION ACT 1990
WASTE MANAGEMENT LICENCE

LICENCE REF No :-EAWML30298 **FACILITY TYPE :-Transfer Station**

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grant a waste management licence authorising the keeping and treatment of controlled waste on the land specified in Schedule 1 to this licence to **Dennis John Morgan** of Pentre Basket Cottage, Ty Coch Lane, Ty Coch, Cwmbran, NP44 7AD, the said person being in occupation of the said land, the said licence being subject to the conditions specified in Schedule 2 to this licence.

In this licence the words and expressions contained in Schedule 2 shall have the meaning assigned to them therein.

SCHEDULE 1 - SPECIFIED LAND

This licence relates to the land at West Way Road, Newport Docks, Newport (ST 3110 8585), (hereinafter called "the site") shown edged red on Drawing Reference Number BEA/MB/12.96.01.03, dated 13 October 2000, and attached to this licence.

Signed Nadia De Longhi Dated 13 October 2000

NADIA DE LONGHI
Team Leader – Waste Licensing

FOR ENVIRONMENT AGENCY OFFICIAL USE ONLY

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED IN THE NOTES OVERLEAF

Environment Agency Wales
South East Area Office
Abacus House
St Mellons Business Park
St Mellons
CARDIFF CF3 0LT
DX Address 121375
Tel 029 20 770088, Fax 029 20 798555

Asiantaeth yr Amgylchedd
Ty Abacus
Parc Busnes Llaneirwg
Caerdydd
CF3 0LT
Cyfeiriad DX 121375
Ffon 02920 770088, Ffacs 029 20798555

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) an application for a licence or a modification of the conditions to the licence is rejected

(b) a licence is granted subject to conditions,

the applicant may appeal about 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 029 20 823665
FAX 029 20 825150

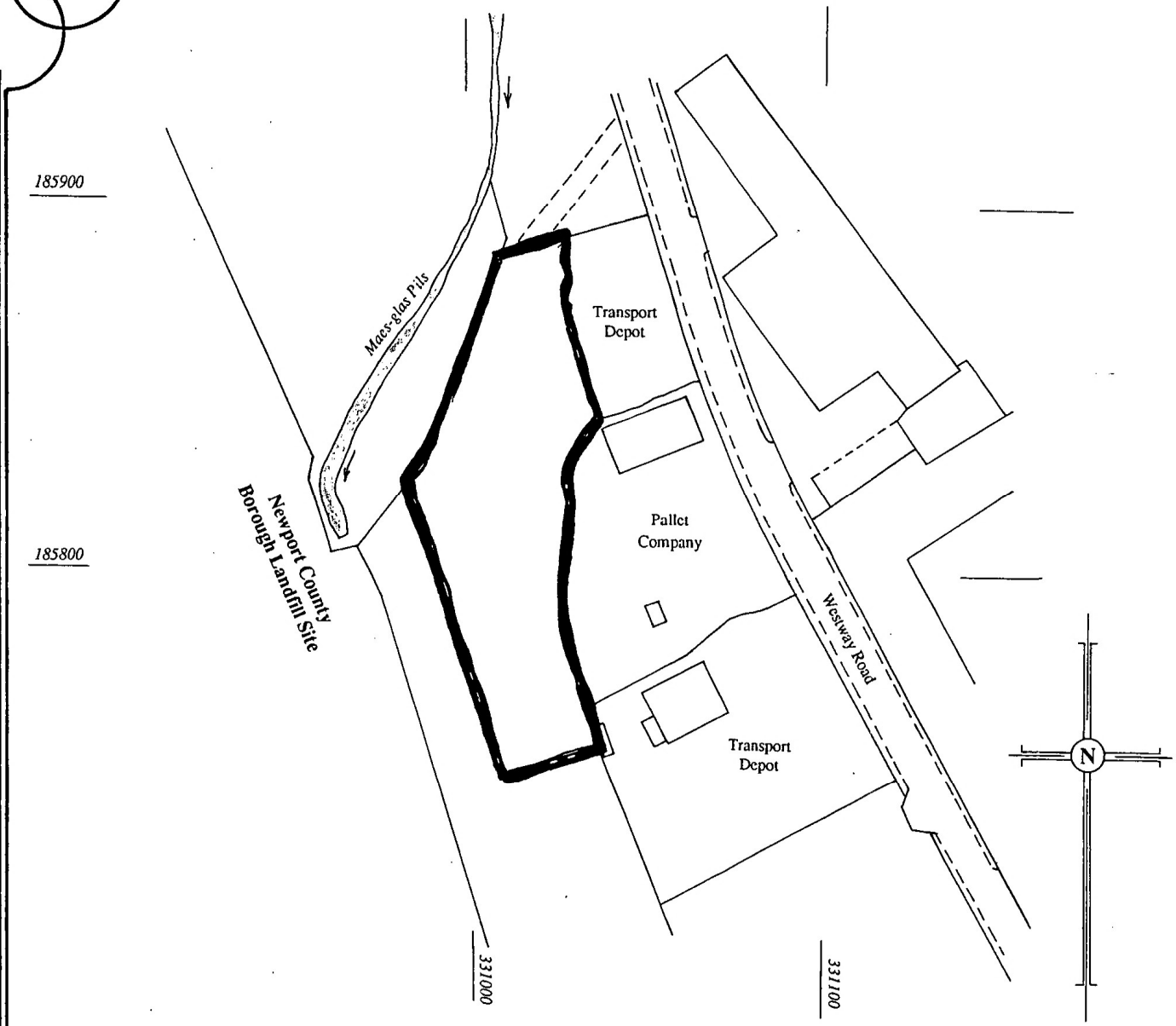
This notice of appeal should be accompanied by the following information: a copy of the licence; a copy of any correspondence relevant to the appeal; a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development; and 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, on the Environment Agency (at the address below.) You should appeal within 6 months of the date that this notice takes effect but the Secretary of State may allow notice of appeal to be given after the expiry of this time period.

Environment Agency Wales
Abacus House
St Mellons Business Park
St Mellons
Cardiff
CF3 OLT

Transfer Station at West Way Road,
Newport Docks.

Detailed Location Plan.

Plan Scale: 1:1,250.



Key to Symbols:

Site Boundary.

13 OCT 2000

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Drawing No: BEA/MB/12.96.01.03.

Blandford Esterling and Associates.
Consulting Mining and Engineering Geologists.
"Hedd-fan", 5 Pontsarn Close, Pontsarn, Merthyr Tydfil, CF48 2TW.
Tel: (01685) 721466. Fax: (01685) 721459.

1 General considerations

1.1 Specified waste management operations

1.1.1 No waste management operations shall be authorised by this licence unless specified in and undertaken in accordance with the limitations in the following table:

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Restrictions on otherwise Permitted Waste Types which shall be subject to the Specified Operation	Limits on Specified Waste Management Operation
Physical Treatment		
Separation and sorting of wastes	Degradable household, commercial & industrial wastes including inert waste, scrap metal and bonded asbestos shall be subject to separation and sorting activities.	The sorting of waste shall be undertaken in the area adjacent to the input stockpile designated on Drawing No. BEA/MB/12.96.01.04(b) on an impermeable pavement provided in accordance with Section 11 of the working plan and condition 4.7 of this licence.
Keeping		
Storage prior to treatment	Permitted waste types specified in condition 1.2	Stored in the "input stockpile" on an impermeable pavement provided in accordance with Drawing No. BEA/MB/12.96.01.04(b) and section 5.7 of the working plan.
Storage prior to disposal	Degradable waste not suitable for recycling on or off site.	Stored in the "segregated active waste stockpile" on an impermeable pavement provided in accordance with Drawing No. BEA/MB/12.96.01.04(b) and section 5.7 of the working plan.
	Difficult / Fluid / Malodorous waste	Stored within the designated enclosed 'Emergency' skip in accordance with Drawing No. BEA/MB/12.96.01.04(b) and sections 5.10 to 5.13 of the working plan.
	Cement bonded asbestos	Stored within the designated enclosed mini skip in accordance with Drawing No. BEA/MB/12.96.01.04(b) and section 5.15 of the working plan.

Exempt waste management activities

1.1.2 Where wastes are being brought onto the site for waste management activities which are exempt from licensing under the Waste Management Licensing Regulations 1994 or any statutory provisions amending or replacing them, then those wastes shall be kept clearly segregated and identified from wastes which are being kept on the site for the specified waste management operations under these licence conditions.

1.2 Permitted wastes

1.2.1 No wastes other than hose categorised below shall be accepted. The quantities of waste accepted shall not exceed those listed below:

Table 1.2.1 Permitted waste types and quantities

Permitted Waste Categories	Maximum Permitted Quantities (tonnes/year)
Inert wastes (Naturally occurring rocks and sub-soils, ceramic and other cemented materials, glass, process / prepared mineral materials which have not been used or contaminated)	18,000
General and Biodegradable Degradable Household Wastes (excluding special wastes) Degradable Commercial Wastes (excluding special wastes) Degradable Industrial Wastes (excluding special wastes)	6,000

Exclusion of waste types with specified hazard characteristics

1.2.2 Notwithstanding the specification of permitted waste types within condition 1.2.1 of this licence, wastes shall not be accepted which have any of the following specified characteristics:

Table 1.2.2 Wastes which are of the following form and type:

Waste Form	Type
Solid	Wet wastes, non-Special Wet wastes, Special Dry wastes, Special
Powders	Special
Sludges	Non-Special Special
Liquid wastes	Non-Special Special
Waste containers	Packaged wastes – unmixed Packaged wastes – mixed

1.3 Changes in technically competent persons

1.3.1 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.

1.4 Relevant convictions

Notification of convictions

1.4.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence (as defined in Regulation 3 of the Waste Management Licensing Regulations 1994 or any amendment to the aforementioned Regulation) and which is in addition to any already notified to the Agency, then full details shall be provided to the Agency within 14 days of conviction, whether or not the conviction 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, any sentence, and any fine or other penalty imposed.

Notifications of appeals against convictions

1.4.2 In the event that the Licence Holder lodges an appeal against any such conviction, 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.

1.5 Maintenance of financial provision

Maintenance of financial provision

1.5.1 No activities authorised by this Licence shall be commenced until the Licence Holder has secured a bond and created a charge in favour of the Agency in compliance with the Agreement made between the Licence Holder and the Agency dated 13 October 2000 and the Licence Holder has given prior written notice to the Agency of the intention to commence operations at the site.

1.5.2 The financial provision for meeting the obligations under this Licence set out in the Agreement referred to in the previous condition shall be maintained by the Licence Holder from the date that the bond was secured throughout the subsistence of this Licence and the Licence Holder shall produce evidence of such provision whenever required by the Agency.

1.6 Amendments to working plan and supporting information

Amendments to working plan requiring prior consent from the Agency

1.6.1 Except where it is specified under the other conditions of this licence that the amendment of specified sections of the working plan requires the prior written consent of the Agency, the Licence Holder shall give the Agency prior written notice of any change to the working plan. 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.

Amendments to supporting information referenced in the working plan

1.6.2 Supporting information which is referenced in any section of the working plan shall be deemed to be part of that section if the reference is to a specific dated version of the information, and amendments to the referenced information shall be subject to the same requirements as the specified section of the working plan under the other conditions of this licence.

1.6.3 Supporting information which is referenced in any section of the working plan shall be deemed to be separate from that section if the reference is to the title and other identifier, but not to a specific dated version, and amendments to the referenced information shall be subject to the same requirement to give prior written notice to the Agency as specified in condition1.6.2.

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

1.7.1 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 in a partnership:

- **i** the death of the Licence Holder;
- **ii** any steps taken with a view to the Licence Holder going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case of a partnership, dissolving the partnership;
- **iii** any change in the operator's trading name, 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** any change in the operator's trading name, registered name or registered office address (if different from the Licence Holder).

1.8 Notification of preparatory works

1.8.1 No preparatory works shall be undertaken unless at least 14 days notice in writing have been given to the Agency of the intention to do so. The notification shall include details of what work is being done and when.

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

Commencement of waste management operations

1.9.1 No specified waste management operation shall be carried out until at least 14 days notice in writing has been given to the Agency of the intention to commence carrying out the specified waste management operation.

Cessation of waste management operations

1.9.2 In the event that the site ceases all waste management operations either permanently or for longer than 28 days then no later than 5 working days following the cessation of waste management activities the Licence Holder shall inform the Agency in writing of the date of cessation and the planned date of recommencement. In the event that the site recommences waste management operations sooner than the notified date then the Licence Holder shall give the Agency at least 5 working days notice in writing.

1.10 Notifications and submissions to Agency

1.10.1 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

2.1.1 No waste shall be deposited, stored, treated or otherwise handled in any area of the site from the date of issue of this licence until the engineered site containment and drainage system for that area has been constructed and completed in accordance with condition 2.1.2.

2.1.2 The engineered site containment and drainage systems shall be designed, constructed, 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 below:

Table 2.1 Site containment and drainage standards

Type of Site Surface and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
Impermeable pavement, bunding and sills	The designated areas of impermeable pavement shall be constructed in accordance with Section 11 of the working plan. Areas of impermeable pavement and sills shall be maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.
Sealed drainage systems	Drainage to areas of impermeable pavement shall be provided by: A three chamber oil interceptor with minimum of six minutes retention time per chamber at maximum flow rate which discharges to foul sewer constructed in accordance with Drawing No. BEA/MB/12.96.01.06. The interceptor shall be inspected no less frequently than weekly and after rain and shall be maintained so as to collect and contain all liquids which run off the pavement. Uncontaminated drainage from clean yard areas shall be kept separate and discharged to surface water. Should any event occur which damages the integrity of areas of impermeable pavement the Licence Holder shall cease operations and notify the Agency immediately.
Fixed tanks	**a** All fixed tanks used for the storage and treatment of potentially polluting or hazardous wastes in liquid, sludge or powder form must be constructed and maintained to a standard which is fit for purpose. **b** All fixed tanks (and their associated inlet and outlet pipes) used for the storage of potentially polluting or hazardous wastes in liquid, sludge or powder form shall be located within a bund and on an impermeable pavement, which shall be isolated from the site drainage system and shall be constructed in accordance with the CIRIA /Environment Agency Joint Guidelines "Concrete Bunds for Oil Storage Tanks". All bunds shall be designed to contain 110% of the maximum possible volume of a leak or spill. Tank vent pipes shall be directed downwards into the bund. All bunds shall be inspected no less frequently than weekly and after rain and shall be emptied and maintained so as to maintain a capacity of 110% of the maximum possible volume of a leak or spill. Rainwater shall be removed by bailing or pumping and shall be treated as contaminated water and disposed of to an approved discharge.

Construction quality assurance of engineered site surface, containment and drainage systems

2.1.3 No wastes shall be deposited, stored, treated or otherwise handled in any area or in any fixed tank 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 has been acknowledged in writing by the Agency.

2.2 Removal of residual wastes from site

2.2.1 In the event that the permitted waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed, all wastes remaining on the site shall be removed by the date specified 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 unless an identification board has been provided at or near the site entrance.

3.1.2 The identification board shall be inspected once each working day. In the event of damage or defect, the board shall be repaired or replaced within 3 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 Agency national numbers: 0845 9333111 and 0800 807060;

g Days and hours site is open to receive waste.

3.2 Site security

Provision and maintenance of security

3.2.1 Site security systems shall be provided and maintained 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 the following requirements:

Table 3.2 Site security system standards

Site security system	Specified standards
Timetable of provision	Prior to commencement of specified operations
Design standards	Gate at access to prevent unauthorised vehicular and human access. A chain link fence a minimum of 2 metres in height shall surround the perimeter of the site.
Operational standards	The site shall be kept closed and secure at all times when unattended
Maintenance standards	The site security shall be fully inspected at the commencement of each working day, and recorded in the site diary. Any defects or damage shall be made secure by the end of the working day, and shall be repaired within 3 working days of the damage being detected. All 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 dispatching wastes the following measures shall be undertaken 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 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 or debris arising from the site is deposited onto public areas outside the site, the following remedial measures shall be implemented:

a Mud and debris shall be removed by cleansing with a mechanical road sweeper or brush and shovel immediately.

4.2 Potentially polluting leaks and spillages of waste

Potentially polluting leaks and spillages from vehicles, plant and equipment

4.2.1 All vehicles used on the site which are under the operator's control, and all plant and all equipment used on the site in connection with waste management operations, shall be operated and maintained so as to prevent potentially polluting leaks and spillages of wastes.

Control and remediation of leaks and spillages

4.2.2 In the event of any potentially polluting leak or spillage occurring on site the documented control and remediation procedures shall be implemented immediately and recorded, in accordance with the standards specified in Table 4.2 below:

Table 4.2 Standards for prevention and control of leaks and spillages	
Action	**Specified Standards**
Filling and emptying tanks	Filling and emptying of tanks shall be supervised at all times by a member of staff. Tanks and any associated valves / pipework shall be closed at the end of filling/emptying. Tanks shall not be filled beyond their operational capacity.
Measurement of level and/or voidspace in tanks	Measurement of level / void space shall be by: **a** External level gauge or **b** Other gauge, calibrated and maintained in accordance with the manufacturers instructions or **c** by physical dipping prior to loading.
Maintenance and inspection	Tanks shall be inspected daily for leaks. Tanks shall undergo an annual maintenance check. A record shall be made in the site diary. Any defects comprising the integrity of the tank shall be made good immediately or the tank shall be emptied of waste. Any other defects shall be repaired within three working days

4.3 Fires on the site

Prohibition of unauthorised fires on site

4.3.1 No wastes shall be burned on the site other than through a specified waste management operation authorised under the other conditions of this licence.

Fire action plan

4.3.2 In the event of a fire on the site, the procedures outlined in sections 16.3 to 16.6 of the working plan shall be implemented immediately.

4.3.3 All contaminated surface water shall as far as practicable be prevented from entering any surface water drain or watercourse.

4.3.4 A record shall be made in the site diary of any fires on the site.

4.4 Waste acceptance and control systems and procedures

Waste acceptance procedures

4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with the waste acceptance procedures 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 waste control procedures specified in Table 4.4 below.

Waste despatch procedures

4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with the waste despatch procedures 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, as specified in Table 4.4 below.

Table 4.4 Standards for waste acceptance and control procedures

Stage of Waste Handling	Specified Standards
Waste Reception	Wastes shall only be received at the site in accordance with sections 5.1 to 5.7 of the working plan.
Waste Inspection	All wastes received at the site shall be inspected in accordance with sections 5.3 to 5.9 of the working plan.
Waste Acceptance and Recording	A record shall be kept of all wastes accepted on site.
Rejection of Wastes	Any wastes which are received at the site but rejected as a result of inspection shall be returned to the producer. A record shall be kept in the site diary of all rejected wastes in accordance with section 5.5 of the working plan.
Identification of Wastes	Wastes shall be stored in clearly defined and identified areas or bays.
Tracking of Wastes	Recording procedures shall be maintained to ensure all wastes accepted are tracked through to despatch.
Inspection of Wastes for Despatch	All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
Waste Despatch and Recording	A record shall be kept of all wastes despatched from the site.
Incompatible Wastes	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.

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 the conversion factors referenced in Annex 1.

4.6 Storage of specified wastes

4.6.1 From the date of issue of this licence the wastes permitted by this licence shall only be stored on the site in accordance with the standards specified in Table 4.6 below.

Table 4.6 Standards for storage of specified waste

Storage requirement	Specified standards
Storage of mixed waste loads prior to sorting and separation	Stored in accordance with Table 1.1 The maximum quantity of waste stored on the site at any one time shall not exceed the capacity of any designated storage areas or bays. Waste shall not be stored or deposited in the designated area to a height greater than 2 metres.
Storage of waste for disposal	Stored in accordance with Table 1.1 The maximum quantity of waste stored on the site at any one time shall not exceed the capacity of the designated storage area and containers identified on Drawing No. BEA/MB.12.96.01.04(b)
Storage of difficult / fluid / malodorous waste	Stored in accordance with Table 1.1 The maximum quantity of waste stored on the site at any one time shall not exceed the capacity of the designated storage containers identified on Drawing No. BEA/MB.12.96.01.04(b)
Storage of bonded asbestos	Stored in accordance with Table 1.1 The maximum quantity of waste stored on the site at any one time shall not exceed the capacity of the designated storage containers identified on Drawing No. BEA/MB.12.96.01.04(b)

4.7 Specified waste treatment procedures

4.7.1 The waste treatment processes specified below shall only be carried out on the site in accordance with the detailed description of the specified waste treatment given in the working plan

Table 4.7 Standards for specified waste treatment processes

Specified Waste Management Operation	Restrictions on otherwise Permitted Waste Types which shall be subject to the Specified Operation	Limits on Specified Waste Management Operation
Physical treatment		
Separation and sorting of wastes	See working plan section 5.18	The sorting of waste shall be undertaken adjacent to the input stockpile area designated on Drawing No. BEA/MB/12.96.01.04(b) on an impermeable pavement.

5 Amenity management and reporting

5.1 Control, monitoring and reporting of dusts, fibres and particulates

Prevention and control of releases of dusts, fibres and particulates

5.1.1 Measures shall be implemented and maintained throughout the operational life of the site, in accordance with this condition and the standards specified in Table 5.1 below, the objective of which shall be to prevent and minimise the release of airborne dusts, fibres and particulates arising from the specified waste management operations onto public areas outside the site, which shall include public highways and areas of public access outside the site, in such quantities or concentrations that are likely to cause pollution of the environment or harm to human health.

5.1.2 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 outside the site boundary.

5.1.3 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, the actions specified in Table 5.1 below shall be implemented immediately.

Table 5.1 Standards for dust, fibre and particulate control measures

Dusts fibres and particulate control measures	Specified standards
Control of waste types	No wastes consisting of or containing significant proportions of dusts, fibres or particulates shall be accepted.
Monitoring:	Visual monitoring by member of staff at least twice per day
Monitoring action plan:	In the event of release or potential release action shall be taken in accordance with section 15.1 of the working plan. A record shall be made in the site diary of remedial action undertaken.

5.2 Control of odours

5.2.1 The measures specified in section 16 of the working plan shall be carried out as the means of preventing and minimising the release of offensive odours from the site beyond the site boundary, throughout the operational life of the site.

5.2.2 All emissions to air from the specified waste management operations on the site shall be free from offensive odours outside the site boundary, as perceived by an authorised officer of the Agency.

5.3 Control of noise

5.3.1 From the date of issue of this licence measures shall be implemented and maintained throughout the operational life of the site, in accordance with section 14 of the working plan to control and minimise the level of noise from operations on the site and beyond the site boundary.

5.4 Control of pest infestations

5.4.1 The following measures shall be carried out throughout the operational life of the site to prevent pests arising on the site:

a Waste stored prior to treatment will not exceed the boundaries of the storage area identified on Drawing No BEA/MB/12.96.01.04(b).

b All fluid/malodorous/difficult waste will be stored in sealed containers for no longer than 3 working days.

c No waste shall be stored externally to the main building or the netted treatment area excluding the hardcore stockpiles and shredded wood/mulch area.

5.4.2 The site shall be inspected for evidence of pests by a competent person daily. In the event of any evidence of pests being found, measures shall be taken immediately to control and eliminate those pests in accordance with sections 8.1, 8.2 and 8.5 of the working plan.

5.5 Control of scavenging birds and other scavengers

5.5.1 Measures shall be carried out throughout the operational life of the site, to prevent birds and other scavengers gathering on the site or scavenging wastes in accordance with sections 8.3 and 8.4 of the working plan.

5.6 Control of litter

5.6.1 Measures shall be taken throughout the operational life of the site, to contain and control litter within the site and prevent its escape to neighbouring land in accordance with section 7 of the working plan.

5.6.2 In the event that litter does escape from the site, it shall be retrieved immediately.

6 Site records

6.1 Security and availability of records

Security of records

6.1.1 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 the requirements specified in Table 6.1 below.

Availability of records

6.1.2 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 within 24 hours when required by an authorised officer of the Agency.

Table 6.1 Standards for keeping of site records

Site records	Specified locations	Specified standards
Wastes accepted at the site	On site	All records shall be stored:
Wastes despatched from the site	On site	**a** on paper in a secure cabinet or cupboard or
Wastes rejected	On site	**b** on computer disc with a back up copy
		Records shall be kept for a minimum of two years

6.2 Records of waste movements

Recording of wastes accepted and removed

6.2.1 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:

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)

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)

6.2.2 A summary of the information, including nil returns, shall be submitted to the Agency, in the format specified by the Agency in Annex 1 which forms part of this condition. Summaries shall be for each quarter of the financial year and shall be submitted to the Agency within one month of the end of each quarter.

6.3 Site diary

6.3.1 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:

a construction work;

b maintenance;

c breakdowns;

d emergencies;

e problems with waste received and action taken;

f site inspections carried out by the operator;

g despatch of records to the Agency;

h severe weather conditions;

i environmental problems and remedial actions.

j failure to meet specified standards

k attendance of the technically competent manager on site

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

7 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;

"clinical waste"
has the meaning as defined in regulation 1(2) of the Controlled Waste Regulations 1992 or any statutory provisions amending or replacing them;

"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 landfill containment system"
means all elements (other than leachate and landfill gas management systems, and intermediate and final caps), relating to engineered liners for final disposal to land, and incorporating liners for individual cells and the site as a whole, and including methods of liner protection and leakage detection;

"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;

"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;

"landfill gas management system"

means all elements relating to landfill gas extraction from individual landfill cells and the landfill mass as a whole, and incorporating methods of landfill gas drainage, containment and the subsequent disposal system, whether it be a methane oxidation system, landfill gas flare, landfill gas engine(s) or otherwise, either on or off the site;

"leachate management system"

means all elements relating to leachate extraction from individual landfill cells and the landfill mass as a whole, and incorporating methods of leachate drainage, containment and the subsequent treatment and/or disposal system, either on or off the site;

"maintenance"

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

"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;

"working plan"

means the working plan identified in writing by the Agency at the time of issue of this licence and any subsequent amendments to it made in accordance with the conditions of this licence.

ANNEX 1

Instructions on the format for the summary waste record returns required in Licence condition 6.2

Introduction

Your waste management licence condition no. 6.2 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. 00/IA) 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 (or on an annual basis for metal recycling facilities).

Daily site records

For waste/material entering the site you need to record

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

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

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

You may be using a record sheet at present, or a ticketing system, and provided this allows you to record all of the information required by the licence condition, this will be an appropriate form. For

those who do not have a suitable system, we have enclosed an example daily record sheet for you to use.

Quarterly Returns

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

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

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

Metal Recycling Sites (MRS's) will only have to make returns on an annual basis at present. A separate form is supplied for this purpose.

General Information

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

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

Section 1: Waste/materials entering the site

Summarise the information on your daily record system to provide the total amount of waste in each category received from every different District of origin. Please note that the waste categories are exclusive (i.e. construction wastes should not be included in the category for general mixed industrial wastes).

An example of a completed section 1 is shown in the following pages.

Section 2 – Waste materials taken off site for disposal elsewhere

You may have a major transfer station producing a large range of sorted waste materials for disposal elsewhere; or an inert landfill site with an occasional load of contrary material that needs to leave the site for disposal elsewhere; or another type of facility where wastes leave your site for final disposal elsewhere.

Your licence requires you to keep a record of all loads of leaving the site for disposal elsewhere, stating waste type, quantity, state and District of destination. Use the code sheets to decide which category of waste each load falls into and the District of destination code.

An example Section 2 return is shown in the following pages. If you have no wastes leaving the site for disposal elsewhere this quarter, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 2 page to make a continuation sheet.

Section 3 – Materials taken off site for recycling

This section is completed in exactly the same way as Section 2, but is for wastes leaving the site for recycling.

Example 3 in the following pages shows the output of waste materials for recycling from a metal recycling site.

If you have no wastes leaving for recycling, write NIL across the sheet. If you need more space to write in a larger number of waste groups, photocopy the Section 3 page to make a continuation sheet.

IF YOU ARE A METAL RECYCLING SITE, PLEASE SKIP THE NEXT TWO PARAGRAPHS & GO TO THE HEADING 'FOR METAL RECYCLING SITES ONLY'

Section 4 – This section is optional and applies to landfill sites only. The information will be essential for the development of the future Waste Strategy for Wales and is required by planning authorities for future development planning for waste management facilities.

Section 5 – You MUST complete the declaration, and then send the return to your area office within one month following the end of the quarter. Metal Recycling Sites must return the form within one month of the end of the financial year. The address of the area office is provided at the end of this section of the quantity return sheet

FOR METAL RECYCLING SITES ONLY

Section 4 – You MUST complete the declaration, and then send the return to your area office within one month following the end of the quarter. Metal Recycling Sites must return the form within one month of the end of the financial year. The address of the area office is provided at the end of this section of the quantity return sheet

Help

If you require any further information on any of these issues please call the Environment Agency general enquiry line on 0645 333111.

Accompanying documents

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

i) *Environment Agency North Wales/South East Wales/South West Wales/Upper Severn Area Section 35 EPA Quarterly return - Ref. 00/IA.* (you must complete this form when making your summary return to the Agency)
ii) *Waste Categories for Wales - Ref. 00/IB* [on blue paper] (you must use these categories when completing the summary return form)
iii) *Factors to Convert Waste Volume to Weight* [on green paper] (you can use these conversion factors when converting volume to weight)
iv) *District Codes* [on pink paper] (you must use these codes when completing the summary return form)
v) *Example Sheet for Recording Daily Loads In/Out* (this is not a mandatory form but you could use it to satisfy the Agency's requirements for daily input/output records)

EXAMPLE 1: RECEIPT OF MATERIALS ONTO SITE

SECTION 1 **MATERIALS TAKEN INTO SITE**

Waste Type	State	District of Origin (Within Wales - see district code list)												(Outside Wales - see attached list)				Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE						CHE				
21A Inert Construction and Demolition waste	Solid	567.40		402.36	126.13									89.65				1185.54
22A Degradable Construction and Demolition waste	Solid	703.50			908.53		987.57							203.79				2,803.39
	Sludge					26.12		14.32										40.44
22C Degradable Household	Solid		939.26	898.30	816.54			789.32										3443.42789.32
22D Degradable Commercial	Solid	169.34		27.45	901.35													1,098.14
	Liquid							62.97										62.97
	Sludge		27.07				45.87							903.70				976.64
																		TOTAL
Total For	Solid	1440.24	939.26	1,328.11	2,752.55	0	987.57	789.32	0	0	0	0	0	293.44	0	0	0	8,530.49
Each Area	Liquid	0	0	0	0	0	0	62.97	0	0	0	0	0	0	0	0	0	62.97
	Sludge	0	27.07	0	0	26.12	45.87	14.32	0	0	0	0	0	903.70	0	0	0	1017.08

A variety of materials are received on site from the different areas. These materials are tallied both to provide the total amount of each waste type and the total waste for each area (both for each type and a grand total). Waste should be added by type, state and by district. Do not mix solid, liquid and sludge wastes.

EXAMPLE 2: DISPOSAL OF MATERIALS OFF SITE

SECTION 2 MATERIALS TAKEN OFF SITE FOR DISPOSAL ELSEWHERE

Waste Type	State	Destination (Within Wales - see attached list)												(Outside Wales - see attached list)				Total Tonnes
		ANG	CON	DEN	FLI	GWY	POW	WRE						CHE				
Waste Type / Code 21A Inert Construction and Demolition waste	Solid		809.07		574.93	982.71												2366.71
Waste Type / Code 22A Degradable Construction and Demolition waste	Solid	703.50					987.57							203.79				1894.86
	Sludge		47.89			26.12												74.01
Waste Type / Code 22C Degradable Household	Solid	997.65						789.32						456.98				2243.95
Waste Type / Code 25 Healthcare Risk Wastes	Solid				4.00													4.00
	Liquid																	
	Sludge																	
																		TOTAL
Total For	Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	0	0	0	660.77	0	0	0	6509.52
Each Area	Liquid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sludge	0	47.89	0	0	26.12	0	0	0	0	0	0	0	0	0	0	0	74.01

Please indicate the destination of all wastes. Do not include RECYCLED wastes. Additional waste types can be added in spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the totals.

EXAMPLE 3: OUTPUT OF MATERIALS FROM A METAL RECYCLING SITE

SECTION 3 MATERIALS TAKEN OFF SITE FOR RECYCLING

Waste Type	State	ANG	CON	DEN	FLI	GWY	POW	WRE						(Outside Wales - see attached list) CHE				Total Tonnes
Waste Type / Code **23A** Metals and Discarded (Scrap) Composite Equip Special Waste	Solid	87.61	547.04	876.12		397.07		489.37						40.21				2,437.42
Waste Type / Code **23B** Metals and Discarded (Scrap) Composite Equip Other Waste	Solid		407.67	87.35	706.15		406.74											1,607.91
Waste Type / Code **29B** Organic Chemicals Other	Solid																	
	Liquid			27.03														27.03
	Sludge																	
Waste Type / Code	Solid																	
	Liquid																	
	Sludge																	
Total For	Solid	87.61	954.71	963.47	706.15	397.07	406.74	489.37						40.21				4,045.33
Each Area	Liquid	0	0	27.03	0	0	0	0						0				27.03
	Sludge	0	0	0	0	0	0	0						0				0

Please indicate the destination of all wastes. Do not include waste that is taken off site for DISPOSAL.

Under **29B** Organic Chemicals, Other wastes such as oil can be entered and recorded as going to a recycling site. In this instance, 27.03 tonnes of oil has been sent for recycling. Additional waste types can be added in the spare sections at the bottom of the section. Do not mix solid, liquid and sludge wastes in the total.