

**Ein cyf/Our ref:** 34190/SWW/LW/June/2002  
**Eich cyf/Your ref**

**Dyddiad/Date:** 06 June 2002

Mr John Adams  
J.L.A.Recycling Ltd  
Glyncynwal Farm  
Palleg Road  
Ystradgynlais  
Swansea  
SA9 2QQ

Dear Sir,

### **ISSUE OF WASTE MANAGEMENT LICENCE**

I enclose waste management licence reference EA WML 34190. You are advised to read this letter carefully as it contains information important to your business.

A waste management licence is an important document and you should keep the original in a safe place. You must ensure that both yourself and relevant employees are familiar with the requirements of the licence and that a copy is available on site during operational periods. To facilitate this you may wish to make photocopies of the original.

If you do not agree with the conditions of this licence you may appeal to the Secretary of State for Wales. Details of the appeals procedure is given in the Waste Management Licensing Regulations 1994. Before lodging such an appeal you may first wish to discuss the matter with the Environment Agency and should refer to the guidance notes appended to the licence.

### **Licence Transfers, Modifications and Surrenders**

A licence can only be transferred to another holder on application to the Environment Agency by both parties. Similarly, variation of the conditions of the licence, and surrender of the licence can only be achieved following application to, and approval by, the Environment Agency. In the event of you considering the transfer, modification or surrender of the licence you are strongly advised to enter into preliminary discussions with the Agency in advance of any formal application.

### **Supervision**

The Environment Agency is required by Section 42 of the Environmental Protection Act 1990 to supervise licensed activities. The Environment Agency has a specific duty to ensure that the conditions of the licence are not breached and that the licensed activities at the site do not cause

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**Environment Agency Wales**  
Glan Tawe, 154 St. Helens Road, Swansea SA1 4DF Tel: 01792 645300 Fax: 01792 470068

pollution of the environment, harm to human health, or serious detriment to the amenities of the locality. The Environment Agency takes this responsibility very seriously and therefore will visit and inspect your site regularly, normally without prior warning. Although the Environment Agency and its warranted officers have specific powers to enable it to carry out this task your co-operation would be greatly appreciated.

Following an inspection of your site by an Environment Agency officer a copy of his/her report will be provided to the operator as a record of the visit and of any remedial actions which may be required. Under normal circumstances the officer will discuss any action required with the operator. However, you have the right to request a letter from the Agency confirming the requirements and explaining the reasons why any action is necessary. In circumstances where an officer judges that immediate action is required it may not be possible to provide an explanatory letter. In such circumstances a written explanation will be provided as soon as practicable after the event.

Under certain circumstances the Environment Agency can modify licence conditions and can suspend, revoke or partially-revoke the licence itself. Each of these procedures is subject to service of legal notices. Recipients of various notices have certain rights of appeal which are detailed on the reverse of the particular notice. In addition, unless immediate action is necessary, the Environment Agency has a policy of warning operators that it is minded to serve such notices and allow a period in which representations can be made by the recipient.

You are advised that it is an offence to fail to comply with any condition of your licence or to keep, treat or dispose of waste in a manner likely to cause pollution of the environment or harm to human health.

### **Public Registers**

The Environment Agency is also required to maintain comprehensive registers of information and correspondence relating to the licensing process and the supervision of licensed activities. These registers are open for scrutiny by the public and contain, for example, copies of licences, working plans, monitoring data, legal notices and copies of inspection reports. You may apply to the Environment Agency to have certain information excluded from the register if you believe it to be commercially confidential and it is then up to the Agency to decide whether or not this is the case.

### **Fees and Charges**

Holders of Waste Management Licences are required to pay annual subsistence fees to the Environment Agency based upon the activities authorised by the licence. You will shortly receive an invoice for the subsistence fee which is payable for the remainder of this financial year. This will have been calculated *pro-rata* based on the date of issue of the licence. In future years you will be invoiced for subsistence fees at the beginning of each financial year. You should also note that various fees are payable should you wish to modify, transfer or surrender the licence. The levels of all fees payable in respect of various types of licensed activity are reviewed each year and are published in the current scheme of fees and charges. Details of the current scheme can be obtained from the Environment Agency.

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Failure to pay the subsistence fee may result in the revocation or suspension of your licence.

### **Waste Returns**

Conditions of your licence require the recording of the amounts and types of waste and reclaimed materials received and removed from your site. The Agency requires the information to be submitted to it in a specified form.

Enclosed with your licence are the following guidance notes and forms to be used for this purpose:

- A standard licence return form for quarterly (annual for metal recycling sites) returns to the Agency that must be used for the from 1<sup>st</sup> April 1999 until further notice in accordance with your new licence condition.
- Guidance notes for completing the site return form.
- A copy of the list of 25 waste categories which the Agency requires you to use in your site return.
- A set of standard conversion factors to be used at sites without weighing equipment.
- A list of Unitary Authorities in Wales and adjacent English District Councils to identify the source or destination of wastes/materials.
- An example daily record sheet which you could use to record details of vehicles using the site and types, quantities and origin of the wastes

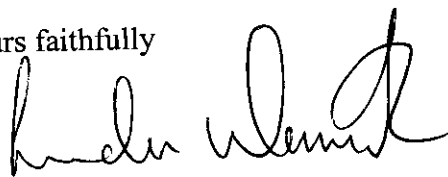
### **Notifications to the Agency**

All correspondence and written notifications made to the Agency, shall unless otherwise specified, be sent to the following address:

Environment Agency Wales, Abacus House, St Mellons Business Park, St Mellons, Cardiff, CF3 OEY.

If you have any queries concerning the licence or the information contained in this letter please do not hesitate to contact me.

Yours faithfully



Dr Linda Warrick

**Waste Licensing Officer**

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**ENVIRONMENT  
AGENCY**

## Waste management licence

Environmental Protection Act 1990

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**JLA RECYCLING LTD**

Tir Canol Landfill

Palleg Road

Ystradgynlais

Lower Cwmtwrch

Authorisation number

EAWML 34190

Effective date

06 June 2002

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**Environment Agency Wales**

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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.





## Waste management licence

Authorisation Number  
**EAWML34190**

Facility type  
**Transfer Station**

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

**Keeping and Treating**

of controlled waste on the land specified below, to  
**JLA RECYCLING LTD**

Company Registration Number 3998195,

whose Registered Office is

**Glyncynwal Farm  
Palleg Road  
Ystradgynlais  
Swansea  
SA9 2QQ**

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

The licence relates to the land at Tir Canol Landfill, Palleg Road, Ystradgynlais, Lower Cwmtwrch (hereinafter called 'the site') shown edged red on the drawing, reference number Figure 1 Site Location Plan, and attached to this licence.

This Authorisation shall have effect from:

**06 June 2002**

Signed

**Audrey Evans**  
for the Area Environmental Planning Manager – SW WALES

Date of signing



**Table 1.1 Specified waste management operations**

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
a) Storage (D15 and R13) pending disposal or recovery	All categories of waste specified within Table 1.2 A of this waste management licence (excluding waste refrigeration equipment).	<p>i) The maximum total quantity of waste stored on the site at any one time shall not exceed 164 tonnes.</p> <p>ii) The maximum storage time for degradable waste shall not exceed 72 hours.</p> <p>iii) The maximum storage time for inert waste shall not exceed 28 days.</p> <p>iv) Waste shall only be stored within designated skips, drums and tanks upon an impermeable pavement in accordance with figure 4 of the working plan.</p> <p>v) All skips, drums and tanks being used to store wastes shall remain covered when the site is closed or unmanned to prevent the escape of their contents and the ingress of water.</p> <p>vi) All areas, skips, drums or tanks being used to store wastes shall be clearly labelled to identify the wastes stored within them.</p> <p>vii) The maximum quantity of bonded asbestos shall not exceed 5 tonnes</p> <p>viii) Nominally empty LPG cylinders shall be transferred on receipt to a secure and lockable caged area and stored upright with their valves uppermost.</p> <p>ix) Batteries shall be stored in accordance with section 2.1.2 of the working plan</p>
b) Physico-chemical treatment of waste (D9)	All categories of waste specified within Table 1.2 A of this waste management licence (excluding waste refrigeration equipment).	<p>i) Treatment consisting only of physical sorting or separation of waste into different components, physical mixing or bulking of solid wastes of the same or different types, where there are no resulting changes in the chemical composition of the wastes or its different</p>

**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>
a) Storage (D15 and R13) pending disposal or recovery	All categories of waste specified within Table 1.2 A of this waste management licence (excluding waste refrigeration equipment).	<p>i) The maximum total quantity of waste stored on the site at any one time shall not exceed 164 tonnes.</p> <p>ii) The maximum storage time for degradable waste shall not exceed 72 hours.</p> <p>iii) The maximum storage time for inert waste shall not exceed 28 days.</p> <p>iv) Waste shall only be stored within designated skips, drums and tanks upon an impermeable pavement in accordance with figure 4 of the working plan.</p> <p>v) All skips, drums and tanks being used to store wastes shall remain covered when the site is closed or unmanned to prevent the escape of their contents and the ingress of water.</p> <p>vi) All areas, skips, drums or tanks being used to store wastes shall be clearly labelled to identify the wastes stored within them.</p> <p>vii) The maximum quantity of bonded asbestos shall not exceed 5 tonnes</p> <p>viii) Nominally empty LPG cylinders shall be transferred on receipt to a secure and lockable caged area and stored upright with their valves uppermost.</p> <p>ix) Batteries shall be stored in accordance with section 2.1.2 of the working plan</p>
b) Physico-chemical treatment of waste (D9)	All categories of waste specified within Table 1.2 A of this waste management licence (excluding waste refrigeration equipment).	<p>i) Treatment consisting only of physical sorting or separation of waste into different components, physical mixing or bulking of solid wastes of the same or different types, where there are no resulting changes in the chemical composition of the wastes or its different</p>

**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>
		components. ii) Only upon impermeable pavement within Area B of Figure 4 of the working plan
c) R4 Recycling/reclamation of metals and metal compounds	1. Waste Refrigeration equipment	i) All treatment of waste refrigeration equipment shall be undertaken on impermeable pavement provided in accordance with condition 2.1 ii) Treatment only applies to the removal of foodstuffs and loose material, cleaning, draining of fluids and removal of doors, compressors etc.
d) R13 Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)	1. Waste refrigeration equipment  2. Loose material and food wastes removed during treatment operations of refrigeration equipment	i) Stored prior to treatment for a period of up to 12 months on areas of impermeable pavement provided in accordance with condition 2.1 ii) Stored after treatment on hardstanding or impermeable pavement provided in accordance with condition 2.1 iii) Maximum storage capacity 9.9 tonnes iv) Refrigeration equipment shall be stored on site for no longer than 3 years. v) The free storage of refrigeration equipment shall be stored at a maximum storage height of 3.5 metres or 2 fridge units high.  i) Loose materials and food wastes shall be stored in containers provided in accordance with Condition 2.1

***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 both categorised below in Table 1.2 and specified in detail in section 2.2 of the working plan shall be accepted at the site.

### *Permitted quantities of wastes*

- 1.2.2 The quantities of wastes accepted shall not exceed those listed in Table 1.2A and specified in detail in section 2.1.3 of the working plan. Whilst complying with the maximum quantities specified for each type of waste, the total quantity of waste accepted at the site per year shall not exceed 5000-25.000 tonnes.

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

Permitted Waste Categories (Waste Categories Wales)	Maximum Permitted Quantities (tonnes/year)
a) Inert wastes (21A and 21B)	i) Subject to maximum storage capacities specified in Table 1.1
b) Special Wastes (in categories 22-32)	Not Permitted' except for i) Bonded asbestos (subject to maximum permitted total quantity in table 1.1) ii) Batteries that fit into this category taken only from householders (cat 23A).
c) Degradable Household, Commercial and Industrial Wastes (22A, 22B and 22C)	i) Subject to maximum storage capacities specified in Table 1.
d) Metals and discarded scrap (23B)	i) Subject to maximum storage capacities specified in Table 1.
e) Other wastes: (Categories 25 to 32)	Not Permitted, except for: i) Hazardous household waste subject to maximum storage capacities specified in Table 1.1 ii) Halogenated Hydrocarbons contained within waste household electrical appliances subject to maximum storage capacities specified in Table 1.1

### *Exclusion of Special Waste Types With Specified Hazard Characteristics*

- 1.2.3 Notwithstanding the specification of permitted waste types under condition 1.2.1, special wastes shall not be accepted which have any of the following specified characteristics:

**Table 1.2 B Excluded special wastes with specified hazard codes**

H1	Explosive
H2	Oxidising
H3-A	Highly Flammable
H3-B	Flammable
H4	Irritant
H5	Harmful
H6	Toxic
H7	Carcinogenic (not including asbestos)
H8	Corrosive (except where the corrosive material is wholly contained within a battery casing)
H9	Infectious
H10	Teratogenic
H11	Mutagenic
H12	Substances or preparations which release toxic or very toxic gases in contact with water, air or an acid.
H13	Substances and preparations capable by any means, after disposal, of yielding another substance, e.g. a leachate, which possess any of the characteristics listed above.
H14	Ecotoxic

*Exclusion of Special Waste Types With Specified Hazard Characteristics*

1.2.4

Notwithstanding the specification of permitted waste types under condition 1.2.1, special wastes shall not be accepted which have any of the following specified characteristics:

**Table 1.2.B Excluded wastes of specified form and type**

<b>Waste Characteristic</b>	<b>Type</b>
a) Form and Type:	Consisting solely or mainly of <ul style="list-style-type: none"> <li>i) Powders</li> <li>ii) Sludges</li> <li>iii) Loose fibres</li> <li>iv) Liquids</li> </ul>
b) Form of containers and degree of mixing within containers:	i) Unmarked sealed drums

### 1.3 **Staffing and understanding of requirements of licence conditions and working plan**

#### *Minimum staffing and supervision*

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

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

#### *Availability of licence and working plan*

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

#### *Understanding of licence and working plan*

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

**1.4 Changes in technically competent persons**

- 1.4.1 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.

**1.5 Relevant convictions**

*Notification of relevant convictions*

- 1.5.1 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*

- 1.5.2 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.

**1.6 Maintenance of financial provision**

- 1.6.1 The financial provision for meeting the obligations under this Licence set out in the Agreement made between the Licence Holder and the agency dated 06/06/02 shall be maintained by the Licence Holder throughout the subsistence of this Licence and the Licence Holder shall produce evidence of such provision whenever required by the Agency.

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

**Table 1.7 Sections of working plan requiring prior consent for amendments**

<b>Number and Heading of Working Plan Sections and Appendices</b>	<b>Sections, Subsections and Appendices requiring Prior Consent for Amendments</b>
Section 2 General Considerations	Sections 2.1, 2.1.3, 2.1, 7.2.2 Table 1.1, 1.2
Section 3 Site Engineering	Section 3, 3.1, 3.1.3, 6
Section 4 Site Infrastructure	4.1
Section 5 Site Operations	2.1.2, 5.1, 5.2, 5.4, 5.5, 5.9
Section 7 Site Amenity	7.1, 7.1.2, 7.2, 7.4, 7.5, 7.6
Section 8 Site Records	8.1
Appendices	4
Figures	3, 4, 6, 7, 8

- 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:
- a** where the Licence Holder is an individual or named individuals:



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

## **1.9 Notification of preparatory works**

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

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

### *Specified waste management operations*

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

*Cessation and recommencement of receiving wastes*

- 1.10.2 In the event that the site ceases receiving wastes for longer than 28 days then within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of recommencement. In the event that the site recommences receiving wastes sooner than the notified date then the Licence Holder shall give the Agency not less than 7 days, depending upon nature of site and operations prior notice in writing.

1.11 **Notifications and submissions to Agency**

- 1.11.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:
- a** shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;
  - b** shall quote the licence reference number and the name of the Licence Holder.

## 2 Site engineering for pollution prevention and control

### 2.1 **Engineered site containment and drainage systems**

#### *Provision and maintenance of site containment and drainage systems*

- 2.1.1 Waste shall be deposited, stored, treated or otherwise handled in any area of the site, where the engineered site containment and drainage system for that area is provided in accordance with condition 2.1.2 and table 2.1 and section 3 of the working plan.
- 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 2.1.1 below:

**Table 2.1 Site containment and drainage standards**

<b>Type of Site Containment and Drainage</b>	<b>Minimum Specified Standards of Design, Construction and Maintenance</b>
a) Impermeable pavement, bunding and sills	<ul style="list-style-type: none"> <li>i) Areas of impermeable pavement and sills shall be constructed in accordance with Figure 8 of the working plan and maintained so as to prevent the transmission of fluids through the pavement or joints.</li> <li>ii) All areas of impermeable pavement shall fall towards the drainage system to prevent ponding in accordance with Figure 6 of the working plan.</li> <li>iii) The concrete apron and asphalt shall be laid down to the specification detailed in Figure 3 and Figure 8 of the working plan</li> </ul>
b) Drainage systems	<ul style="list-style-type: none"> <li>i) All engineered site drainage shall be constructed in accordance with section 3 of the working plan and figure number 7 of the working plan.</li> <li>ii) All drains shall be inspected daily and maintained so that they remain free from blockages at all times.</li> <li>iii) All liquids in Area B will be discharged via the sealed drainage system</li> <li>iv) Inspections and maintenance will be recorded on site inspection sheets in accordance with Section 3.1 and Appendix 4 of the working plan.</li> <li>v) Uncontaminated drainage from clean yard areas shall be kept separate and discharged to surface water and monitored in accordance with section 6 of the working plan.</li> <li>vi) In the event of a spillage in Area A, action shall be taken in accordance with Section 3.1 of the working plan</li> </ul>
c) Interceptors	<ul style="list-style-type: none"> <li>i) All runoff in Area B will be discharged via a three chamber oil interceptor, which shall have a minimum of six minutes retention time per chamber at its maximum flow rate, prior to being discharged via a pipe to the leachate lagoon,</li> <li>ii) the interceptor shall be inspected in accordance with section 3.1.3 of the working plan and after rain, and shall be maintained so as to intercept all liquids which run off the pavement.</li> </ul>
d) Inspection and maintenance of engineered containment	<p>All areas of, impermeable pavement, drainage systems, containers (including skips, tanks and drums):</p> <ul style="list-style-type: none"> <li>i) shall be inspected no less frequently than weekly, 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</li> </ul>

**Table 2.1 Site containment and drainage standards**

Type of Site Containment and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
	<ul style="list-style-type: none"> <li>ii) in the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification.</li> <li>iii) All repair work (unless otherwise agreed 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(s)</li> </ul>

*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 [or in any fixed tank] for which an engineered site containment and drainage system has been newly constructed to meet the requirements of this condition until:

- a** details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;
- b** the engineered site containment and drainage system has been constructed in accordance with section 3.1 of the working plan and 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.

### 3 Site infrastructure

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

- 3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.
- 3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect affecting the legibility of the information prescribed in condition 3.1.3 below, the board shall be repaired or replaced within 5 working days.
- 3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:
- a** Site name and address;
  - b** Licence Holder name (company name, not individual name unless justified as necessary);
  - c** Operator name (company name, not individual name unless justified as necessary);
  - d** Licence number;
  - e** Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);
  - f** Statement that the site is licensed by the Environment Agency;
  - g** Agency national numbers: 0845 333111 and 0800 807060, or as subsequently notified in writing by the Agency;
  - h** Days and hours site is open to receive waste.

The location of the site identification board should be such that it is clear that it does not designate areas outside the licensed site and does not encourage illegal tipping.

#### 3.2 **Site security**

- 3.2.1 Site security systems shall be provided at all times during the subsistence of this licence, the objective of which shall be to prevent access by humans and livestock which is not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance with section 4.1 of the working plan.

## 4 Site operations

### 4.1 Control of mud and debris

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

- 4.1.1 Whenever the site is receiving or despatching measures shall be provided, operated and maintained in accordance with section 5.1 of the working plan.

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

- 4.1.2 In the event that mud or debris arising from the site is deposited onto public areas outside the site, remedial measures shall be implemented immediately, in accordance with section 5.1 of the working plan.

### 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 by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillages of wastes [or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations].

#### *Potentially polluting leaks and spillages from fixed tanks*

- 4.2.2 Each tank used to hold wastes which consist of or contain potentially polluting liquids, [or other potentially polluting materials which are to be used in combination with those wastes in the specified waste management operations] shall be:

- a** loaded and unloaded in accordance with specified filling and emptying procedures;
- b** clearly and unambiguously labelled regarding its contents;
- c** provided with means for measuring the quantity of material and the void space in the tank, which shall be maintained and calibrated as specified;
- d** monitored for quantity of material and void space and the monitoring measurements recorded;
- e** inspected and maintained according to the specified maintenance schedules and procedures, which shall be fully documented and recorded;
- f** in the event of damage or deterioration to a tank that is, or is likely to cause, a leak, that tank shall be repaired immediately;

and these actions shall be carried out in accordance with section 5.2 of the working plan and the standards specified in Table 4.2 below.

*Control and remediation of leaks and spillages*

- 4.2.3 In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, in accordance with section 5.2 of the working plan and 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	<ul style="list-style-type: none"><li>i) Loading and unloading of containers shall be supervised at all times by a member of staff.</li><li>ii) Lids/ caps/ bungs or other closures shall be in place during loading/ unloading.</li></ul>
b) Filling and emptying skips, drums and other mobile containers	<ul style="list-style-type: none"><li>i) Filling and emptying of containers shall be supervised at all times by a member of staff.</li><li>ii) Lids/ caps/ bungs or other closures shall be in place at the end of filling</li><li>iii) Containers shall not be filled beyond their operational capacity.</li></ul>
c) Control and remediation of leaks and spillages	<ul style="list-style-type: none"><li>i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids.</li><li>ii) Major spillages, which are causing or are likely to cause polluting emissions to the environment:<ul style="list-style-type: none"><li>(a) immediate action shall taken to contain the spillage and prevent liquid from entering surface water drains, water courses and unsurfaced ground;</li><li>(b) the spillage shall be cleared immediately and placed in alternative sealed containers;</li><li>(c) the Agency shall be informed immediately.</li></ul></li></ul>

4.3 **Fires on the site**

*Prohibition of unauthorised fires on site*

- 4.3.1 No wastes shall be burned on the site.

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

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



**4.4 Waste acceptance and control procedures**

*Waste acceptance procedures*

- 4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 5.4 of the working plan and with the standards specified in Table 4.4 below.

*Waste control procedures*

- 4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with section 5.4 of the working plan and with the standards specified in Table 4.4 below.

*Waste despatch procedures*

- 4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with section 5.4 of the working plan and 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 inspection	i) All wastes received at the site shall be kept separate from and shall not be covered by or mixed with other wastes until they have been confirmed and recorded for acceptance at the site.
b) Quarantine storage and rejection of wastes	i) Any items of non-permitted waste which are detected after acceptance at the site of the wastes in which they were included, shall be placed immediately in a designated quarantine storage container located in the emergency area in accordance with section 2.1.1, and Figure 4 of the working plan. The quarantine storage should be enclosed, sealed and lockable and, where these are or appear to be special wastes, the Agency shall be informed immediately;  ii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible;  iii) The maximum quantity of waste stored in the quarantine storage facility shall not exceed 5 m <sup>3</sup> at any one time.  iv) A record shall be kept in the site diary of all rejected wastes.
c) Inspection of wastes for despatch	i) All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
d) Provision of lighting	i) There shall be an appropriate provision of lighting on site to ensure adequate supervision of the waste handling activities.
e) Incompatible wastes	i) 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 section 5.5 of the working plan and with the following requirements:

- a** The weight of all wastes accepted at and 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
- iii The conversion of volume to weight in tonnes, using volume/weight conversion factors specified in writing by the Agency.

## 4.6

**Storage of hazardous household wastes**

Hazardous Household waste shall only be stored on the site in accordance with the standards specified in Table 4.7 below:

**Table 4.7 Standards for Storage of hazardous household wastes**

**Storage requirements and specified standards**

- |     |   |
|-----|---|
| i)  | Hazardous household wastes (excluding lead acid batteries) shall be transferred immediately on receipt in to a lockable enclosed container located within Area B of Figure 4 of the working plan. |
| ii) | Lead acid batteries shall be transferred immediately on receipt in to a prescribed container in accordance with section 2.1.2 & 5.9 of the working plan.  |

## 4.7

**Storage of liquefied petroleum gas cylinders**

Nominally empty liquefied petroleum gas (LPG) cylinders shall only be stored on the site in accordance with the standards specified in Table 4.8 below:

**Table 4.8 Standards for Storage of nominally empty liquefied petroleum gas cylinders**

<b>Storage requirement</b>	<b>specified standards</b>
a) Nominally empty LPG cylinders shall be stored within a secure and lockable caged area.	i) All nominally empty LPG cylinders shall be transferred immediately on receipt to a lockable caged area
	ii) This area shall remain locked when the site is closed or unmanned
	iii) All nominally empty LPG cylinders should be stored upright with their valves uppermost.

#### **4.8 Removal of residual wastes from site**

- 4.8.1 In the event that the specified waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed within 28 days, then, notwithstanding the operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, cleaning of plant, equipment and engineered containment used in the specified waste management operations, but shall not apply to any wastes which have been disposed of on the site in accordance with the other conditions of this licence or prior to the issue of this licence.

## 5 Pollution control, monitoring and reporting

### 5.1 **Surface water quality monitoring and reporting systems**

#### *Provision of surface water monitoring system*

- 5.1.1 Monitoring of surface water quality shall take place at locations that are physically marked and that are described in section 6.1 of the working plan, to ensure that periodic measurements of quality are taken at the same position.

#### *Surface water monitoring and sampling programme*

- 5.1.2 Monitoring and sampling of surface water shall be carried out and recorded in accordance with section 6.1 of the working plan.

#### *Surface water monitoring action plan*

- 5.1.3 In the event that any results exceed the trigger level specified in section 6.1 of the working plan:
- a** the results shall be notified to the Agency immediately and confirmed in writing immediately;

## 6 Amenity management and reporting

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

- 6.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site, in accordance with this condition and section 7.1 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 or are likely to be released [onto public areas] outside the site boundary in such quantities or concentrations that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, the actions specified in section 7.1.2 of the working plan, shall be implemented immediately.

### 6.2 **Control of odours**

- 6.2.1 All emissions to air from the specified waste management operations on the site shall be free from odours at levels as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.
- 6.2.2 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 section 7.2 of the working plan.

### 6.3 **Control of pest infestations**

- 6.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with section 7.4 of the working plan.

**6.4 Control of scavenging birds and other scavengers**

- 6.4.1 Throughout the operational life of the site, measures to control and minimise scavenging birds and other scavengers on the site shall be carried out in accordance with the section 7.5 of the working plan. Such measures shall prevent the presence of scavenging animals or flocks of scavenging birds on the site, that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

**6.5 Control of litter**

- 6.5.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the escape of litter from the confines of the site, in accordance with section 7.6 of the working plan.
- 6.5.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable and no later than 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 other conditions of this licence and the working plan shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with section 8.1 of the working plan and the requirements specified in Table 7.1 below.

#### *Availability of records*

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

**Table 7.1 Standards for keeping of site records**

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

### 7.2 Record of waste movements

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

- 7.2.1 A record shall be kept of all wastes received (other than those wastes delivered by private householders) 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)

*Summary of wastes accepted and removed*

- 7.2.2 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.

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:

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

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

## Interpretation

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

*“accepted”*

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

*“authorised officer of the Agency”*

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

*“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;

*"UK Waste Classification Scheme" or "UKCWS"*

the UK Waste Classification Scheme (Draft 16) or its subsequent replacement;

*"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.

## Appendices to conditions

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

#### 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 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

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

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

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

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

### **Quarterly Returns**

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

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

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

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 South West Wales Section 35 EPA Quarterly return (you must complete this form when making your summary return to the Agency).
- ii** Waste Categories for Wales must use these categories when completing the summary return form).
- iii** Factors to Convert Waste Volume to Weight (you can use these conversion factors when converting volume to weight).
- iv** District Codes (you must use these codes when completing the 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	293.44	0	0	8,530.49	
Each Area	Liquid	0	0	0	0	0	0	62.97	0	0	0	0	0	0	62.97	
	Sludge	0	27.07	0	0	26.12	45.87	14.32	0	0	0	903.70	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				
<b>Waste Type / Code</b>														
<b>21A</b> Inert Construction and Demolition waste	Solid		809.07		574.93	982.71								2366.71
<b>Waste Type / Code</b>														
<b>22A</b> Degradable Construction and Demolition waste	Solid	703.50					987.57			203.79				1894.86
	Sludge		47.89			26.12								74.01
<b>Waste Type / Code</b>														
<b>22C</b> Degradable Household	Solid	997.65						789.32		456.98				2243.95
<b>Waste Type / Code</b>														
<b>25</b> Healthcare Risk Wastes	Solid				4.00									4.00
	Liquid													
	Sludge													
<b>Total For</b>	Solid	1701.15	809.07	0	578.93	982.71	987.57	789.32	0	0	0	0	660.77	6509.52
<b>Each Area</b>	Liquid	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	74.01
<b>TOTAL</b>														

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

## 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

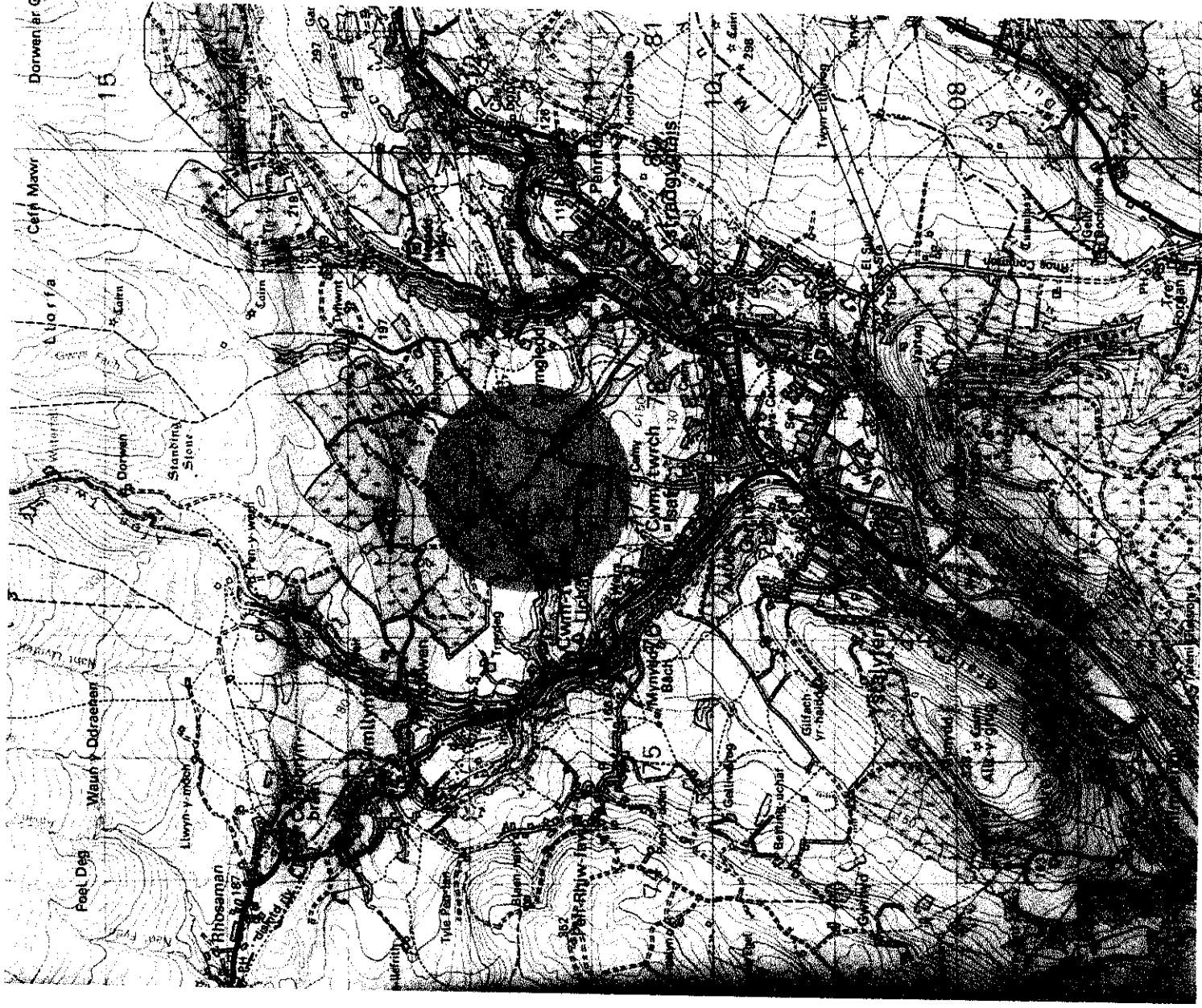
Tel: 02920 823859

Fax 02920 825150

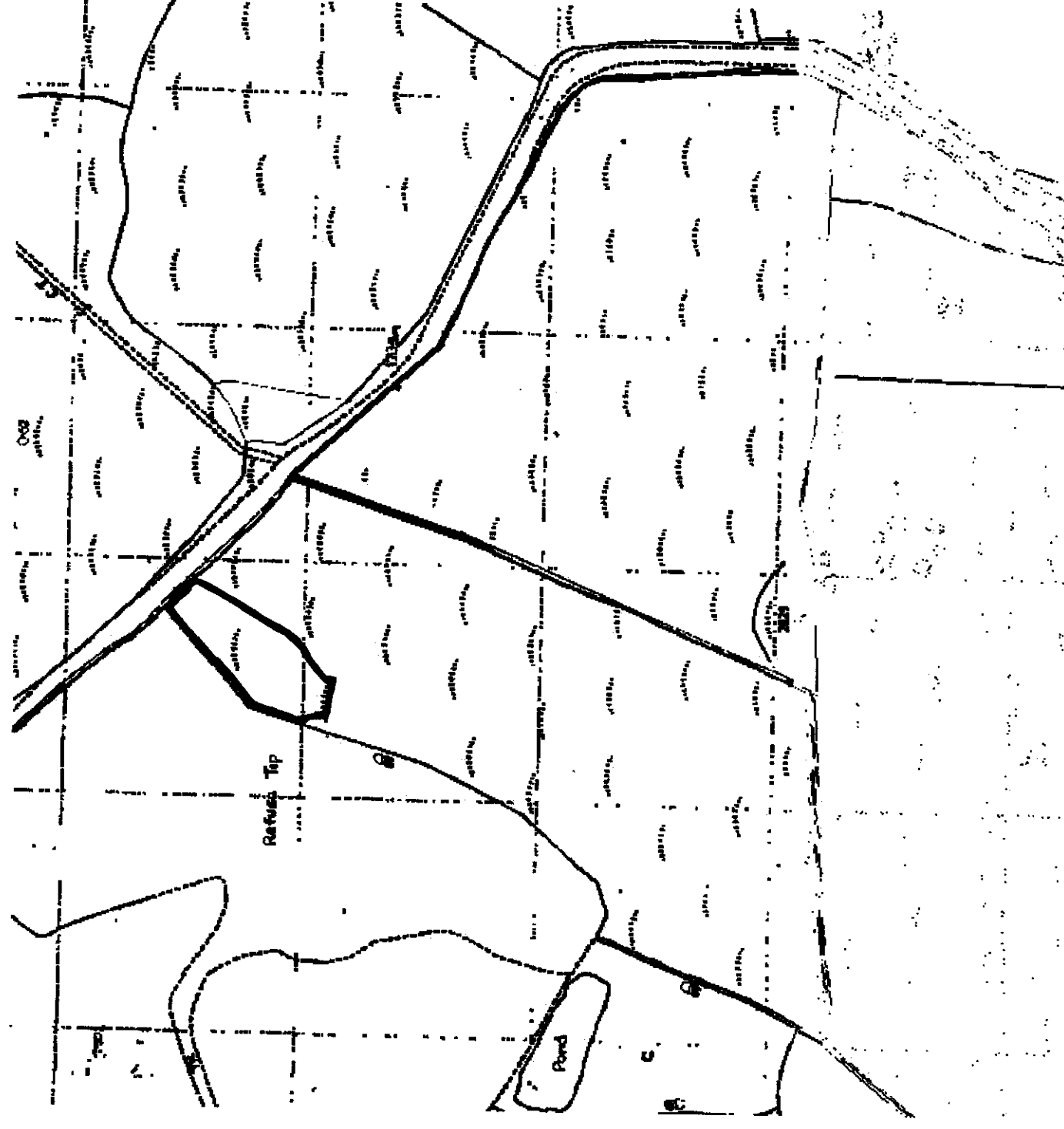
This notice of appeal should be accompanied by the following information:

- 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.



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