

# Application for an environmental permit Part A – About you



**You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or surrender your permit, or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.**

**Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.**

**Note:** if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F2 and enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

## Contents

- 1 About you
- 2 Applications from an individual
- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
- 7 Contact details
- 8 How to contact us

## 1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

Now go to section 2

An organisation of individuals (for example, a partnership)

Now go to section 3

A public body

Now go to section 4

A registered company or other corporate body

Now go to section 5

## 2 Applications from an individual

### 2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

\_\_\_\_\_

Last name

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Now go to section 6

## 3 Applications from an organisation of individuals

### 3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

\_\_\_\_\_

### 3b Details of the organisation

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet.

\_\_\_\_\_

Contact name

Title (Mr, Mrs, Miss and so on)

\_\_\_\_\_

First name

\_\_\_\_\_

### 3 Applications from an organisation of individuals, continued

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

### 4 Applications from public bodies

#### 4a Type of public body

For example, NHS trust, local authority, English county council

#### 4b Name of the public body

#### 4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

### 5 Applications from companies or corporate bodies

#### 5a Name of the company

#### 5b Company registration number

Date of registration (DD/MM/YYYY)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference

Now go to section 6

### 6 Your address

#### 6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 6 Your address, continued

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference for the extra sheet

### 6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

## 7 Contact details

### 7a Who can we contact about your application?

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 7 Contact details, continued

### 7b Who can we contact about your operation (if different from question 7a)?

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

### 7c Who can we contact about your billing or invoice?

As in question 7a

As in question 7b

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

## 8 How to contact us

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Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

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Website: www.environment-agency.gov.uk

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Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_

# Application for an environmental permit – Part C2 – General – varying a bespoke permit



Fill in this part of the form, together with part A and the relevant parts of C3 to C7 and part F1 or F2, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.

You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or changing existing ones).

**Waste operation changing to installation or vice versa?**

If your changes mean that a waste operation becomes an installation (or vice versa) you also need to fill in either part C3 (waste to installation) or part C4 (installation to waste).

You do not need to resend any information from your original permit application if it is not affected by your proposed changes.

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

It will take less than two hours to fill in this form.

## Contents

- 1 About the permit
- 2 About your proposed changes
- 3 Your ability as an operator
- 4 Consultation
- 5 Supporting information
- 6 Environmental risk assessment
- 7 How to contact us

Appendix 1 – Low impact installation checklist

## 1 About the permit

Note: If you are applying to convert your existing permit to a standard permit or add a standard facility you need to fill out form C1.

### 1a Discussions before your application

If you have had discussions with us before your application, provide the permit reference number or details on a separate sheet and tell us below the reference you have given the document.

Permit or document reference

### 1b Permit number

What is the permit number that this application relates to?

### 1c Site details

What is the name, address and postcode of the site?

Site name

Address

Postcode

## 2 About your proposed changes

### 2a Type of variation

What type of variation are you applying for? (Please tick)

Standalone water discharge activity or point source groundwater activity

Minor technical

Normal variation

Substantial

## 2 About your proposed changes, continued

### 2b Changes or additions to existing activities

Please give us brief details in the box below. More detailed information can be given in Table 1 below.

--

Fill in Table 1 with details of all the proposed changes to current activities. In the final column of the table, give us the document reference for the proposed changes and send them to us with your filled in application form.

Fill in a separate table for each activity you are applying to vary or add. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given this document.

Document reference

You only need to fill in one table for your mining waste operations.

### 2c Consolidating (combining) or updating existing permits

If your proposed change is to modernise (update) your permit, now answer 2c1; otherwise go to 2d.

If your proposed change is to consolidate (combine) a number of permits, now answer 2c2; otherwise go to 2d.

Note: In both cases we may require additional information from you about, for example, your management system. Therefore we would always advise you to talk to us before you submit any application to modernise or consolidate permits. Please see the 'Making an application' web page at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

2c1 Do you want to have a modern style permit?

No

Yes

2c2 Identify all the permits you want to consolidate (combine) by listing the permit numbers in Table 2 below.

#### Table 2 – Permit numbers


### 2d Treating batteries

Are you proposing to treat batteries?

No

Yes  Tell us how you will do this and send us a copy of your explanation

Document reference for the explanation

### 2e Low impact installations (installations only)

Will any changes mean that any of the regulated facilities will become low impact installations?

No  Now go to section 3

Yes

If yes, tell us how you meet the conditions for a low impact installation (see the guidance in appendix 1).

Document reference for the explanation

Tick the box to confirm you have filled in the low impact installation checklist in appendix 1 for each regulated facility.

Now go to section 3

**Table 1 – Changes to existing activities**

Name	Installation schedule 1 references	Description of the installation activity	Description of waste operation	Description of the mining waste operations	Description of water discharge activity	Description of groundwater activity	Proposed changes document reference
i.e. name of installation, waste operation, mining waste operation, water discharge activity or groundwater activity							
Example – Effluent unique name					Example – treated sewage effluent		
If you do not have enough room, go to the line below or send a separate document and give us the document reference here							



### 3 Your ability as an operator

If you are applying to add waste installations or waste operations to a permit that has not previously had them, you need to fill in all of section 3.

If you are applying to consolidate (combine) two or more permits or have an updated permit you must fill in question 3d.

This section does not apply for applications to surrender a permit.

#### 3a Relevant offences (installations and waste operations only – see the guidance notes on part C2)

Have you, or any other relevant person, been convicted of any relevant offence?

No  Now go to question 3b

Yes  Please give details below

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Position at the time of the offence

Name of the court

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard

(DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences (and post conviction plans if relevant) and tell us below the reference number you have given the extra sheet.

Document reference of the extra sheet

Have you sent us a post conviction plan for this offence?

No  You must send us a post conviction plan with this application and give us the document reference below

Document reference

Yes  Please give us the reference for the post conviction plan you have sent and the date sent in

Post conviction plan reference

Date sent in (DD/MM/YYYY)

Now go to question 3b

#### 3b Technical ability (specified waste management activities and waste operations only – see the guidance notes on part C2)

Please tick the scheme you are using to show you have the suitable technical skills and knowledge to manage your facility.

CIWM/WAMITAB

ESA/EU

Please send in a registration letter from your scheme as above

Now go to question 3c

#### 3c Finances (installations, waste operations and mining waste operations – see the guidance notes on part C2)

Please note that if you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.

Do you or any relevant person have current or past bankruptcy or insolvency proceedings against you?

No

Yes  Please give details over page, including the required set-up costs (including infrastructure), maintenance and clean up costs for the proposed facility against which a credit check may be assessed.

### 3 Your ability as an operator, continued

We may want to contact a credit reference agency for a report about your business's finances.

#### Landfill, Category A mining waste facilities and mining waste facilities for hazardous waste only

How do you plan to make financial provision (to operate a landfill or a mining waste facility you need to show us that you are financially capable of meeting the obligations of closure and aftercare)?

- Bonds
- Escrow account
- Trust fund
- Lump sum
- Other

Provide a plan of your estimated expenditure on each phase of the landfill or mining waste facility.

Give the document plan reference number

Now go to question 3d

#### 3d Management systems

You can find guidance on management systems in 'How to Comply'. We have also developed environmental management toolkits for some business sectors which you can use to produce your own management system. You can get these by calling 03708 506 506 or by downloading them from our website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

Does your management system meet the conditions set out in our guidance?

No

Yes

What management system will you provide for your regulated facility?

- EC Eco-Management and Audit Scheme (EMAS)
- ISO 14001
- BS 8555 (Phases 1–5)
- Green Dragon
- Own management system

You must send us a summary of your management system with your application.

Document reference or references for this summary

### 4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only)

Could the waste operation or installation involve releasing any substance into any of the following?

#### 4a A sewer managed by a sewerage undertaker?

No

Yes  Please name the sewerage undertaker

#### 4b A harbour managed by a harbour authority?

No

Yes  Please name the harbour authority

#### 4c Directly into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries committee?

No

Yes  Please name the fisheries committee

## 4 Consultation (fill in 4a to 4c for installations and waste operations and 4d for installations only), continued

### 4d Is the installation on a site for which

4d1 a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No

Yes

4d2 a policy document for preventing major accidents is needed under regulation 5 of the Control of Major Accident Hazards Regulations 1999, or a safety report is needed under regulation 7 of those regulations?

No

Yes

## 5 Supporting information

### 5a Provide a plan or plans for the site (see the guidance notes on part C2 for what needs to be marked on the plan)

Document plan reference or references

### 5b Do any of the variations you plan to make need extra land to be included in the permit?

No

Yes  Please provide a site report for the extra land.

Document report reference or references

### 5c Provide a non-technical summary of your application

Document reference

### 5d Adding an installation

If you are applying to add an installation, tick the box to confirm that you have sent in a baseline report and provide a reference.

Document reference of the report

## 6 Environmental risk assessment (if you need one – see the guidance notes on part C2)

Provide an assessment of the risks each of your proposed activities cause to the environment. The risk assessment must use H1 or an equal method.

Document reference of the assessment

## 7 How to contact us

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Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_

**Plain English Campaign's Crystal Mark does not apply to appendix 1.****Appendix 1 – Low impact installation checklist**

Installation reference			
Condition	Response		Do you meet this?
A – Management techniques	Provide references to show how your application meets A.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
B – Aqueous waste	Effluent created	m <sup>3</sup> /day	Yes <input type="checkbox"/> No <input type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets C.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
D – Groundwater	Do you plan to release any hazardous substances or non-hazardous pollutants into the ground?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste	Tonnes per year	Yes <input type="checkbox"/>
	Non-hazardous waste	Tonnes per year	No <input type="checkbox"/>
F – Using energy	Peak energy consumption	MW	Yes <input type="checkbox"/> No <input type="checkbox"/>
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.)		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Provide references to show how your application meets G.		Yes <input type="checkbox"/> No <input type="checkbox"/>
	References		
H – Noise	Provide references to show how your application meets H.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
I – Emissions of polluting substances	Provide references to show how your application meets I.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
J – Odours	Provide references to show how your application meets J.		Yes <input type="checkbox"/>
	References		No <input type="checkbox"/>
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

# Application for an environmental permit

## Part C4 – Varying a bespoke waste operation permit



**Fill in this part of the form, together with parts A, C2 and F1, if you are applying to vary (change) the conditions or any other part of the permit. Please check that this is the latest version of the form available from our website.**

**You only need to give us details in this application for the parts of the permit that will be affected (for example, if you are adding a new facility or making changes to existing ones).**

**You do not need to resend any information from your original permit application if it is not affected by your proposed changes.**

**Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.**

It will take less than three hours to fill in this part of the application form.

### Contents

- 1 What waste operations are you applying to vary?
- 2 Emissions to air, water and land
- 3 Operating techniques
- 4 Monitoring
- 5 How to contact us

Appendix 1 – Specific questions for waste facilities that accept clinical waste

Appendix 2 – Specific questions for waste facilities that accept hazardous waste

Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes

Appendix 4 – Specific questions for inert landfills

### 1 What waste operations are you applying to vary?

Fill in Table 1a with details of what you are applying to vary.

Fill in a separate table for each waste operation you are applying to vary. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given this document.

Document reference

#### Types of waste accepted

For each line in Table 1a, fill in a separate document to list those wastes you will accept on the site for that operation, giving the List of Wastes catalogue code and description. If you need to exclude waste from your activity or facility by restricting the description, quantity, physical nature, hazardous properties, composition or characteristic of the waste, include these in the document. Send it to us with your application form.

**Table 1a – Waste operations which do not form part of an installation**

Name of the waste operation	Description of the waste operation	Annex I (D codes) and Annex II (R codes) and descriptions	Hazardous waste treatment capacity (if this applies). See note 1	Non-hazardous waste treatment capacity (if this applies). See note 1
Add extra rows if you need them. If you do not have enough room, go to the line below or send a separate document and give us the document reference here	Use the description from the guidance. Include any extra detail that you think would help to accurately describe what you want to do			
For all waste operations	Total storage capacity (see note 2)			
	Annual throughput (tonnes each year)			

**Notes**

- 1 By ‘capacity’, we mean the total landfill capacity (cubic metres) for landfills, the total treatment capacity (tonnes each day) for waste treatment and the total storage capacity (tonnes) for waste storage operations.
- 2 By ‘total storage capacity’, we mean the maximum amount of waste in tonnes you store on the site at any one time.





## 2 Emissions to air, water and land, continued

**Table 2 – Emissions, continued**

Point source emissions to sewers, effluent treatment plants or other transfers off site				
Emission point reference and location	Source	Parameter	Quantity	Unit
Point source emissions to land				
Emission point reference and location	Source	Parameter	Quantity	Unit

### Supporting information

## 3 Operating techniques

### 3a Technical standards

Fill in Table 3a for each operation referred to in Table 1a above and list the relevant technical guidance note (TGN) or notes you are planning to use. If you are planning to use the standards set out in the TGN, there is no need to justify using them.

You must justify your decisions in a separate document if:

- there is no technical standard;
- the technical guidance provides a choice of standards; or
- you plan to use another standard.

This justification could include a reference to the Environmental Risk Assessment provided in part C2 (General bespoke permit) of the application form.

The documents should summarise the main measures you use to control the main issues identified in the H1 assessment or technical guidance. For each of the activities listed in Table 3a, describe the type of operation and the options you have chosen for controlling emissions from your process.

### Table 3a – Technical standards

Fill in a separate table for each waste operation.

Waste operation		
Description of the waste operation	Relevant technical guidance note (You will need to refer to 'How to comply' for all permits)	Document reference (if appropriate)
	'How to comply'	

### 3 Operating techniques, continued

In all cases, describe the type of facility or operation you are applying for, and, if appropriate, use block diagrams to help describe the process. Provide the document references below.

Document reference

#### 3b General requirements

Fill in a separate table for each installation.

**Table 3b – General requirements**

Name of the waste operation	
If the TGN or H1 assessment shows that emissions of substances not controlled by emission limits are an important issue, send us your plan for managing them	Document reference or references
If the TGN or H1 assessment shows that odours are an important issue, send us your odour management plan	Document reference or references
If the TGN or H1 assessment shows that noise or vibration are important issues, send us your noise or vibration management plan (or both)	Document reference or references

#### 3c Information for specific sectors

For some of the sectors, we need more information to be able to set appropriate conditions in the permit. This is as well as the information you may provide in sections 5, 6 and 7. For those activities listed in Table 3c, you must answer the questions in the related document.

**Table 3c – Questions for specific sectors**

Sector	Appendix
Clinical waste	See the questions in appendix 1
Disposing of and recovering hazardous waste	See the questions in appendix 2
Recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes	See the questions in appendix 3
Inert landfill	See the questions in appendix 4

### General information

#### 4 Monitoring

##### 4a Describe the measures you use for monitoring emissions by referring to each emission point in Table 2 above

You should also describe any environmental monitoring. Tell us:

- how often you use these measures;
- the methods you use; and
- the procedures you follow to assess the measures.

Document reference

##### 4b Point source emissions to air only

Provide an assessment of the sampling locations used to measure point source emissions to air. The assessment must use M1.

Document assessment reference

#### 5 How to contact us

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Would you like a reply to your feedback?

Yes please

No thank you



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Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

Payment received?

No

Yes

Amount received

£ \_\_\_\_\_

**Plain English Campaign’s Crystal Mark does not apply to appendices 1 to 4.**

**Appendix 1 – Specific questions for waste facilities that accept clinical waste**

Note: If your procedures are fully in line with the standards set out in EPR5.07 then you should tick the ‘yes’ box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

**1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07 and which are used to assess a waste enquiry before it is accepted at the installation or waste facility?**

No  Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes  Document reference

**2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.2 of EPR 5.07, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?**

No  Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes  Document reference

**3 Are waste storage, handling and dispatch procedures, and infrastructure in place that are fully in line with the appropriate measures set out in section 3.2 of EPR 5.07?**

No  Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes  Document reference

**4 Are monitoring procedures in place that are fully in line with the appropriate measures set out in section 3.3 of EPR 5.07?**

No  Provide justification for departure from EPR 5.07 and submit a copy of the procedures

Document reference

Yes  Document reference

**5 Are you proposing to either**

- accept an additional waste not included in Table 2.1 of section 2.1 of EPR 5.07, or
- apply a permitted activity to a waste other than that identified for that waste in Table 2.1?

No

Yes  Provide justification

Document reference

**6 Please provide a summary description of the treatment activities undertaken on the waste facility. This should cover the general principles set out in section 2.1.4 of EPR 5.07**

Document reference

**7 Please provide layout plans detailing the location of each treatment plant and main plant items and process flow diagrams for the treatment plant**

Document reference

## Appendix 2 – Specific questions for waste facilities that accept hazardous waste

Note: If your procedures are fully in line with the standards set out in SGN 5.06 then you should tick the ‘yes’ box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

### 1 Are pre-acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.1 of SGN 5.06, and which are used to assess a waste enquiry before it is accepted at the waste facility?

No  Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference \_\_\_\_\_

Yes  Document reference \_\_\_\_\_

### 2 Are waste acceptance procedures in place that are fully in line with the appropriate measures set out in section 2.1.2 of SGN 5.06, and which are used to cover issues such as loads arriving and being inspected, sampling waste, rejecting waste, and keeping records to track waste?

No  Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference \_\_\_\_\_

Yes  Document reference \_\_\_\_\_

### 3 Are waste storage procedures and infrastructure in place that are fully in line with the appropriate measures set out in section 2.1.3 of SGN 5.06?

No  Provide justification for departure from SGN 5.06 and submit a copy of the procedures

Document reference \_\_\_\_\_

Yes  Document reference \_\_\_\_\_

### 4 Provide a layout plan giving details of where the waste facility is based, the infrastructure in place (including areas and structures for separately storing types of waste which may be dangerous to store together) and capacity of waste storage areas and structures

Document reference \_\_\_\_\_

### 5 Provide a summary of the treatment activities carried out on the waste facility. This should cover the general principles set out in section 2.1.4 of SGN 5.06

Document reference \_\_\_\_\_

### 6 Provide layout plans giving details of where each treatment plant is based, the main items at each plant, and process flow diagrams for the treatment plant

Document reference or references \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes**

**1 Provide an accurate and reliable characterisation of your compost like outputs (CLO). This should be based on sampling and analysis of the CLO produced by the treatment process over a 12 month period and in accordance with section 2 of TGN 6.15**

Document reference \_\_\_\_\_

**2 Provide an agricultural benefit assessment for the use of your CLO. This should be based on section 2 of TGN 6.15 and should be signed and dated by an appropriate technical expert**

Document reference \_\_\_\_\_

**3 Provide a site specific risk assessment of risks to soil and food chain receptors. This should be based on Schedule 2 of TGN 6.15 and include a map with a green outline showing the boundary of the area being treated and include**

- locations where the waste will be stored and spread;
- any spring, well or borehole used to supply water for domestic or food production purposes that is within 250 metres of the area being treated;
- any spring, well or borehole not being used for domestic or food production purposes that is within 50 metres of the area being treated;
- any European designated sites (candidate or Special Area of Conservation, proposed or Special Protections Area in England and Wales or Ramsar Site) or Sites of Special Scientific Interest (SSSI) which are within 500 metres of the place where waste is to be stored or spread;
- the location of public rights of way;
- any Groundwater Source Protection Zones;
- surface watercourses; and
- any buildings or houses within 250 metres of the area being treated;
- land drains within the boundary.

Document reference \_\_\_\_\_

**4 Are the technical standards and measures fully in line with those set out in section 3 of TGN 6.15?**

Yes

No  Provide justification for departure from TGN 6.15 and a copy of the proposed technical standards, measures or procedures.

Document reference \_\_\_\_\_

## Appendix 4 – Specific questions for inert landfills

### 1 Provide your Environmental Setting and Installation Design (ESID) report

Document reference

### 2 Have you completed a hydrogeological risk assessment (HRA) for the site?

No

Yes  Document reference

Note: For inert landfills, this is only necessary in certain cases. Refer to our guidance 'Environmental Permitting Regulations: Inert Waste Guidance, Standards and Measures for the Deposit of Inert Waste on Land'.

### 3 Provide your stability risk assessment (SRA) for the site

Document reference

We have developed templates for these three reports which can be found within H1 – Landfill Annex.

### 4 Provide your proposed plan for closing the site and your procedures for looking after the site once it has closed

Document reference

# Application for an environmental permit Part F1 – Opra, charges and declarations



**Fill in this part for all applications for installations, waste operations, mining waste operations and groundwater discharges onto land. Please check that this is the latest version of the form available from our website.**

**For applications for water discharge and point source groundwater discharge activities you need to fill in part F2 instead.**

**Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.**

It will take less than two hours to fill in this part of the application form.

**Contents**

- 1 Working out charges
- 2 Opra
- 3 Payment
- 4 The Data Protection Act 1998
- 5 Confidentiality and national security
- 6 Declaration
- 7 Application checklist
- 8 How to contact us
- 9 Where to send your application

## 1 Working out charges (you must fill in this section)

You have to submit an application fee with your application. You can find out the charge by either looking at the relevant standard rules permit page, the ‘Making an application’ webpage at <http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx>, or the current environmental permitting charging scheme on our website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) which sets out our charges under the Environmental Permitting Regulations. Please remember that the charges are revised on 1 April each year and that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Note: for Opra charged Tier 3 Facilities you also need to complete an Opra profile (see section 2).

**Table 1 – Working out charges**

Type of application	Summary of charges			
	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
<b>Tier 3 facilities</b>				
Total Opra charging score for installations		× charge multiplier		=
Total Opra charging score for waste operations		× charge multiplier		=
Total Opra charging score for mining waste facilities		× charge multiplier		=
Other charges				
<b>Total charges due</b>				



## 2 Opra (does not apply to standard facilities, any other tier 2 permit applications (e.g. groundwater land spreading activities), or water-discharge or groundwater point source discharge activities)

If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the current Opra spreadsheet.

For most variations, full and partial surrenders you will need to submit a copy of your current Opra profile based on your existing profile, not any new profile following the variation or surrender. Check the latest charges guidance for further advice.

For transfers you will need to submit a revised Opra profile to include your own operator performance. Note: this will not change the set transfer fee.

Tick this box to confirm that you have included the OPRA spreadsheet

## 3 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

Tick below to confirm you are enclosing cash with the application

Credit or debit card

Electronic transfer (for example, BACS)

Remittance number

Date paid (DD/MM/YYYY)

### How to pay

#### Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

Cheque number

Amount

£

You should make cheques or postal orders payable to 'Environment Agency' and make sure they have 'A/c Payee' written across them if it is not already printed on.

Please write the name of your company and application reference number on the back of your cheque or postal order.

**We will not** accept cheques with a future date on them.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose your application reference details. Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application

#### Paying by credit or debit card

If you are paying by credit or debit card, either we can call you or you can fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Please call me to arrange payment by debit or debit card

I have enclosed form CC1 with my application

#### Paying by electronic transfer BACS reference

If you choose to pay by electronic transfer you will need to use the following information to make your payment.

Company name: Environment Agency  
Company address: Income Dept 311, PO Box 263, Peterborough, PE2 8YD  
Bank: Citigroup Centre  
Address: Canada Square, London, E14 5LB  
Sort code: 08-33-00  
Account number: 12800543  
Payment reference number: PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

### 3 Payment, continued

You should also email your payment details and reference number to FSC-Income@environment-agency.gov.uk or fax it to 01733 464 892.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23 CITI0833 0012 8005 78 and our SWIFTBIC number is CITI GB2LXXX.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Now read section 4 below.

### 4 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows). We may pass the information on to our agents or representatives to do these things for us.

Now read section 5 below.

### 5 Confidentiality and national security

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential.

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application.

**Only tick the box below if you wish to claim confidentiality for your application**

Please treat the information in my application as confidential

#### National security

You can tell the Secretary of State that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in 'Core Environmental Permitting Guidance' published by Defra and available via our website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk).

You cannot apply for national security via this application.

Now go to section 6.

### 6 Declaration

**If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.**

**A relevant person should make the declaration (see guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.**

Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

**If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration. You must fill in the declaration directly below; the person receiving the permit must fill in the declaration under the heading 'For transfers only'.**

## 6 Declaration, continued

**Note:** If you are unable to trace one or more of the current permit holders please see below under the transfers declaration.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below

Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

on behalf of (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, in a company or organisation and so on)

Today's date (DD/MM/YYYY)

### For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see guidance notes on part F1).

I declare that the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

**Note:** If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

on behalf of (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, in a company or organisation and so on)

Today's date (DD/MM/YYYY)

Now go to section 7

## 7 Application checklist (you must fill in this section)

If your application is not complete we will return it to you. If you aren't sure about what you need to send, speak to us before you submit your application.

You must do the following:

Complete legibly all parts of this form that are relevant to you and your activities

Identify relevant supporting information in the form and send it with the application

## 7 Application checklist (you must fill in this section), continued

List all the documents you are sending in the table below.  
If necessary, continue on a separate sheet. This separate sheet also needs to have a reference number and you should include it in the table below

For new permits or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1

Provide a supporting letter for any claim that information is confidential

Get the declaration completed by a relevant person (not an agent)

Send the correct fee

Question reference	Document title	Document reference

## 8 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk)

Website: [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

**Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.**

## 9 Where to send your application (for how many copies to send see the guidance note on part F1)

Please send your filled in application form to:

Permitting Support Centre  
Quadrant 2  
99 Parkway Avenue  
Parkway Business Park  
Sheffield  
S9 4WF

### Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in Part A)

## Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form? \_\_\_\_\_

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



### For Environment Agency use only

Date received (DD/MM/YYYY)

\_\_\_\_\_

Our reference number

\_\_\_\_\_

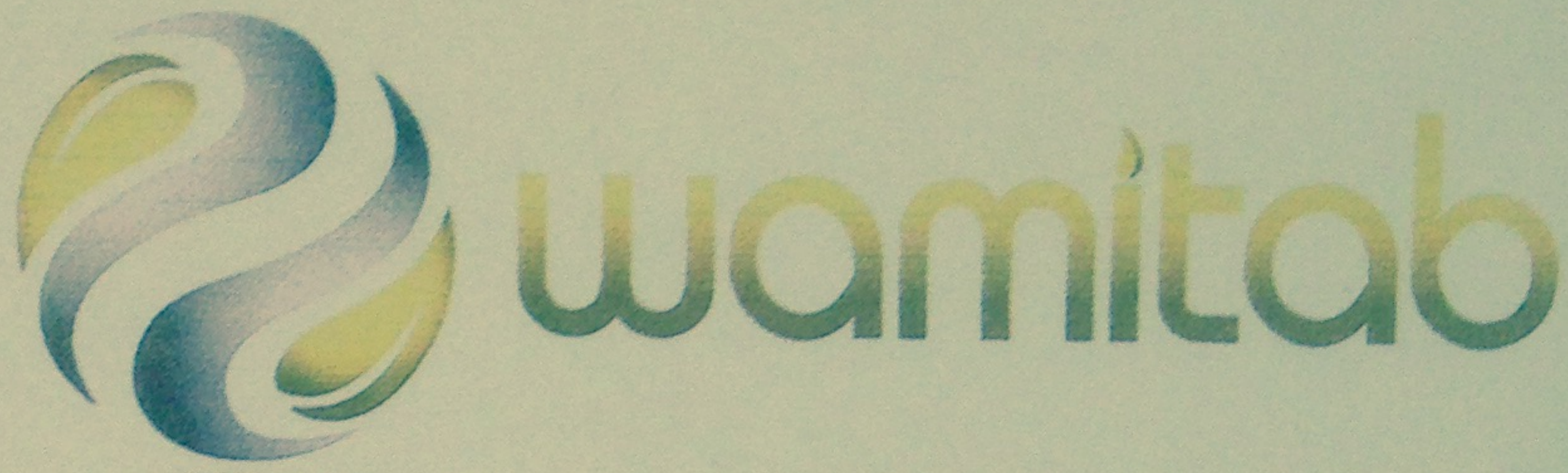
Payment received?

No

Yes

Amount received

£ \_\_\_\_\_



Certificate No. OCC64818

# Operator Competence Certificate

**Qualification Title:**

**Treatment of waste wood for recovery (4MTMTR6)**

**This Certificate is awarded to**

**Thomas Haydon Dunn**

**Awarded: 22/04/2014**

**Authorised**

**WAMITAB Chief Executive Officer**

**CIWM Chief Executive Officer**



**The Chartered Institution  
of Wastes Management**

This certificate is jointly awarded by WAMITAB and the Chartered Institution of Wastes Management (CIWM) and provides evidence to meet the Operator Competence requirements of the Environmental Permitting (EP) Regulations, which came into force on 6 April 2008.



00051538

**Drawing – Site Layout reference 2060/Site**

**Appendices**



## Appendix A – Waste Codes

## Waste Codes Accepted at Eclipse

Waste Code	Description
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing.
02 01 03	wood and bark only
02 01 07	wood and bark
<b>03</b>	<b>WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND PRODUCTION</b>
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
<b>15</b>	<b>WASTE PACKAGING</b>
15 01	packaging
15 01 03	wooden packaging
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
17 02	wood, glass and plastic
17 02 01	wood
17 09	Other construction and demolition waste
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 (wood only)
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL WASTE</b>
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 07	wood other than that mentioned in 19 12 06
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
20 01	separately collected fractions
20 01 38	wood other than that mentioned in 20 01 37
20 02	garden and park waste
20 02 01	Biodegradable waste (wood and bark only)

## Appendix B – Environment Agency Sensitive Receptors Report



**Appendix C – Assessment of Movement of Wastes**

## Eclipse: Assessment of Movements of Waste

### Background

1. The Environment Agency's Fire Prevention Plans (EAFPP) version 2, March 2015, looks to Fire Prevention Plans (FPPs) to provide details that their pile management is viable with an assessment of supply and demand. The assessment should include commentary on foreseeable market conditions and where applicable address issues regarding seasonal variation.

### Seasonality

2. The Eclipse operation as a wood recycling operation is influenced to a degree by seasonal factors. Greater levels of waste wood are generated during the spring and summer months when construction levels are highest. This has a mismatch with the period of highest demand for the processed wood product, such as demand from energy plants, in autumn and winter. As a low value, high bulk commodity, to meet the supply/demand challenge a high level of storage is essential.
3. Details of 'in' and 'out' movements of material at Eclipse between January 2015 and February 2016, are provided in the table at the end of this document. This shows the influence of seasonality with the months of April to August (with the exception of July) as having more material accepted to site than leaving but the rest of the year material leaving the site exceeds that brought to site. The summer 'surplus' of unprocessed wood was 'wiped out' during the following 2 months so that by November more material was going out than coming in.
4. The total figure clearly detail that the output<sup>4</sup> of the site exceeded input<sup>5</sup> with no build-up of a surplus material.

### Management

5. A system of recording on the basis of first in and first out (FIFO) is operated for the management of storage piles and is fully detailed in the FPP. The rate of input to the site and storage pile size will typically see stockpiles created within a week. The management of the

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<sup>4</sup> The table does not detail individual contracts due to issues of commercial confidentiality but can be provided to the EA for their internal scrutiny on request.

<sup>5</sup> The overall figures indicate a greater amount was removed from site than was brought to site. This discrepancy is due to the removal of 'existing' stock.

storage piles limits the date range of the wastes in a single pile i.e. the waste in a single stockpile will have arrived at site in the same one week period. Processing is in response to contract demands with minimal storage times to reduce potential product deterioration. Therefore processed storage stockpiles are stored only for a very short period of time.

### **Market Conditions**

6. South West Wood Limited have been successful in growing their business both in terms of sourcing waste wood and securing contracts for the processed wood having secured new contracts with Stobart Biomass Products Ltd – 150,000 tonnes per year, Norbord have increased SWWP's yearly contract to a minimum of 32,000 tonnes from 25,000 tonnes, Kronospan have increased from 10,000 tonnes to 20,000 tonnes per year, Chipmunk South West Ltd 10,000 tonnes per year.
7. South West Wood Limited current supply contracts require a minimum of 700t/day of processed waste wood during periods of peak demand and shortly this volume will increase to 988 tonnes per day. Notwithstanding storage requirements to address the surplus of supply during the summer months, to ensure continuity of supply operationally (e.g to cover plant breakdown) requires a week's processed storage on site 4940t. It is critical to maintain a constant supply of the processed wood product to power plants to ensure there are no energy security issues. The scale of the operations therefore has a fundamental impact on the storage arrangements which must be of a commensurable scale.
8. At the time of writing, March 2016, the strength of the market is demonstrated by the increasing volumes that the Eclipse Works is handling with January and February 2016 showing an increase in both the material accepted to site and processed material leaving the site. The high throughput means that with the operation of FIFO there is no long term storage of material at the site.

## Eclipse: Site Inputs and Output January 2015 to February 2016

All figures in tonnes

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16
In	7,846	5,630	5,282	5,369	4,886	5,748	10,542	8,565	10,463	9,515	8,974	7,048	11,676	9,207
Out	8,157	9,018	7,551	4,943	3,760	7,795	8,307	7,701	11,660	10,374	10,653	9,406	12,425	11,686
Net	-311	-3,388	-2,269	425	1,126	-2,047	2,236	864	-1,198	-860	-1,679	-2,358	-749	-2,479

### Totals

In = 110,751

Out = 123,436

Net = -12,685



## Appendix D – Contingency Letter



15<sup>th</sup> February 2016

Tom Dunn,  
Regional Manager,  
South West Wood Products Limited,  
Unit A4,  
Compass Business Park,  
Pacific Way,  
Ocean Park,  
Cardiff,  
CF24 5HL

Dear Tom,

**RE: Fire Management Plan**

Due to South West Wood Products Limited (SWWP) association with A.W. Jenkinson Forest Products (AWJFP), we are in a position to offer potential alternative outlets for both incoming and outgoing waste wood.

AWJFP has a number of long term supply contracts within the UK for the supply of both unprocessed and processed waste wood, which should provide the opportunity to divert waste wood material from the SWWP waste wood processing facilities as part of the SWWP Fire Management Plan. The number and nature of the outlets should mean that they will be available at short notice, regardless of seasonality or market conditions.

Yours sincerely,



Allan Jenkinson

Clifton Moor Clifton Penrith Cumbria CA10 2EY Tel: 01931 712644 Fax: 01931 712641  
[www.awjenkinson.co.uk](http://www.awjenkinson.co.uk)

## Appendix E – Inspection Sheets

### DAILY PLANT CHECK LIST

Location: SWWP GLASTONBURY	Date: 15.02.2016	Plant Number	Machine hours				
Make: CHIEFTAIN	Model: 1400	Serial Number	Total's Hours for Week				
Operators Name: Plesley, Mark		Signature: Plesley, Mark	Next Service: 7809				
<b>DAILY BEFORE START UP:</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Machine Hours	7337	7347	7358	7369	7377	7386	
Water Coolant Level							
Engine Oil Level							
Hydraulic Oil Level							
Transmission Oil Level							
Any Leaks oil/water							
Radiator Blown out							
Check the rotor teeth are tight and in place							
Check all conveyors are tracking correctly							
Check all bearings are free from wrappage							
Tyre condition							
Wheels/wheel nuts tight							
Guards/doors secure							
<b>SAFETY CHECKS AFTER START UP:</b>							
Emergency Stops							
Beeon, Horn, Lights and Buzzers							
Reversing alarm if fitted							
<b>END OF SHIFT DAILY:</b>							
Inspect damage (broken parts/dents)							
Remove debris from around engine area							
Grease all bearings							
Check that no objects are jammed in conveyors							
<b>ANY OTHER COMMENTS:</b>							
Hours Last Services	7559		SOUTH WEST WOOD PRODUCTS LTD GLASTONBURY SITE				
Next Service Due	7809						

### DAILY PLANT CHECK LIST

Location: <b>SWWP GLASTONBURY</b>	Date: <b>15.02.2016</b>	Plant Number	Machine hours				
Make: <b>JCB A</b>	Model: <b>437AT</b>	Serial Number	Totals Hours for Week				
Operators Name: <b>ZDZIKAW PAJUR</b>		Signature: <i>[Signature]</i>	Next Service	<b>8616</b>			
<b>DAILY BEFORE START UP:</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Machine Hours	<b>8188</b>	<b>8202</b>	<b>8213</b>	<b>8227</b>	<b>8238</b>	<b>8247</b>	
Water Coolent Level	/	/	/	/	/	/	
Engine Oil Level	/	/	/	/	/	/	
Hydraulic Oil Level	/	/	/	/	/	/	
Transmission Oil Level	/	/	/	/	/	/	
Any Leaks oil/water	/	/	/	/	/	/	
Radiator Blown out	/	/	/	/	/	/	
Check the rotor teeth are tight and in place	/	/	/	/	/	/	
Check all conveyors are tracking correctly	/	/	/	/	/	/	
Check all bearings are free from wrappage	/	/	/	/	/	/	
Tyre condition	/	/	/	/	/	/	
Wheels/wheel nuts tight	/	/	/	/	/	/	
Guards/doors secure	/	/	/	/	/	/	
<b>SAFETY CHECKS AFTER START UP:</b>							
Emergency Stops	/	/	/	/	/	/	
Becon, Horn, Lights and Buzzers	/	/	/	/	/	/	
Reversing alarm if fitted	/	/	/	/	/	/	
<b>END OF SHIFT DAILY:</b>							
Impact damage (broken parts/dents)	/	/	/	/	/	/	
Remove debris from around engine area	/	/	/	/	/	/	
Grease all bearings	/	/	/	/	/	/	
Check that no objects are jammed in conveyors	/	/	/	/	/	/	
<b>ANY OTHER COMMENTS:</b>							
Hours Last Services	<b>8116</b>		<b>SOUTH WEST WOOD PRODUCTS LTD GLASTONBURY SITE</b>				
Next Service Due	<b>8616</b>						

## Appendix F – Electrical Maintenance Details





Eclipse Works, Ashcott Road, Meare near Glastonbury,  
Somerset, BA6 9SU

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# Management System for Wood Recovery Operation

February 2016





## Notice

This report was produced by Land & Mineral Management for South West Wood Products Limited for the specific purpose of providing a management system for the wood recovery operation at the Eclipse Works, Glastonbury.

This report may not be used by any person other than South West Wood Products Limited without express permission. In any event, Land & Mineral Management accepts no liability for any costs, liabilities or losses arising as a result of the use of or reliance upon the contents of this report by any person other than South West Wood Products Limited.

## Document Control

Version	Date	Author / Checked by	Change Description
6.	22/02/2016	LJB	Document updated & reformatted

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## Contents

<b>1</b>	<b>Site Details including Infrastructure, Engineering &amp; Mobile Plant.....</b>	<b>1</b>
	<b>Site Location.....</b>	<b>1</b>
	<b>Operator Details.....</b>	<b>1</b>
	<b>Emergency Contacts .....</b>	<b>1</b>
	<b>Fixed Site Infrastructure .....</b>	<b>1</b>
	Surfacing and Drainage .....	2
	Access.....	2
	Site Security and Boundaries .....	2
	Site Identification Board.....	2
	Weighbridge, Offices and Stores .....	3
	Maintenance of Fixed Infrastructure .....	3
	Mobile Plant .....	3
<b>2</b>	<b>Waste Acceptance Procedures .....</b>	<b>4</b>
	<b>Waste Throughput and Types.....</b>	<b>4</b>
	<b>Procedures .....</b>	<b>4</b>
	Initial Acceptance: Documentation and Visual Inspection.....	4
	Secondary Inspection .....	5
	Rejection of Loads.....	5
	<b>Information Records.....</b>	<b>6</b>
	No Acceptance of Waste .....	6
	Suppliers.....	7
<b>3</b>	<b>Method of Operation .....</b>	<b>8</b>
	<b>Description of Activities: Classification of the Waste Management Operations (Directive Codes)</b>	
	<b>8</b>	
	<b>Limits of Activities .....</b>	<b>8</b>
	<b>Site Operation .....</b>	<b>8</b>
	General Management .....	8
	Daily Initial Site Inspection .....	8
	<b>Operational Hours.....</b>	<b>9</b>
	<b>Weekly Inspection.....</b>	<b>10</b>
	Members of the Public.....	10

<b>4</b>	<b>Environmental Control Measures</b> .....	<b>11</b>
	Dust.....	11
	Noise .....	11
	Surface & Ground Waters.....	11
	Windblown Litter .....	12
	Odour .....	12
	Pests & Vermin.....	12
<b>5</b>	<b>Accident Prevention and Management Plan</b> .....	<b>13</b>
	Emergency Procedures .....	13
	Immediate Response.....	13
	Secondary Actions.....	13
	General Contingency Provisions .....	13
	Shutdown .....	13
	Mobile Plant & Machinery Failure .....	13
	Reporting and Investigation of Incident .....	14
	Training .....	14
	Emergency Equipment .....	14
	Environmental Accidents – Water & Land .....	14
	Environmental Accidents – Fire .....	16
<b>6</b>	<b>Communications &amp; Record Keeping</b> .....	<b>17</b>
	Waste Records .....	17
	Site Diary.....	17
	Other Record Keeping .....	17
	Complaints .....	18
<b>7</b>	<b>Management, Site Staff and Training</b> .....	<b>19</b>
	Management: National .....	19
	Management Area .....	Error! Bookmark not defined.
	Management Site.....	19
	Operational Staff.....	19

## Drawings

Reference	Title
2060/Site	Site Plan

## Appendices

Appendix A	Emergency Contacts
Appendix B	Inventory of Equipment and Stores
Appendix C	Complaint Log
Appendix D	Dust Management Plan
Appendix E	Risk Assessment

## Foreword

This document details the management system of South West Wood Products Ltd for the operation of the waste activities permitted at the Eclipse Works, Meare, Glastonbury under Permit number EPR/YP3297EC dated 20<sup>th</sup> November 2011.

The operations at Eclipse Works include waste activities to recover products from end of life timber but also include a number of virgin wood operations, some of which produce similar products to the waste operations using the same processing plant.

# 1 Site Details including Infrastructure, Engineering & Mobile Plant

## Site Location

- 1.1 The site is located in the Eclipse Works south of Meare near Glastonbury.

The OS Grid Reference for the site is: ST 453 404

The OS Grid Reference for the site access: ST 452 404

## Operator Details

- 1.2 The site operator's registered office is:

South West Wood Products Ltd

Clifton Moor

Clifton

Penrith

Cumbria

CA10 2EY

Telephone: 01931 712644

Site Telephone: 01458 860070

## Emergency Contacts

- 1.3 A full list of emergency contact details for the site is provided in Appendix A.

## Fixed Site Infrastructure

- 1.4 Plan 2060/Site shows the site layout showing the main elements with the main fixed infrastructure associated with the operations at Eclipse Works. The fixed site infrastructure is as follows

- Various buildings including maintenance shed and site offices
- Security fencing;
- Diesel Tanks (double bund in maintenance shed)
- Weighbridge

#### Surfacing and Drainage

- 1.5 The site has a combination of impermeable and hardstanding surfacing. The site is surrounded by its own drainage ditches and drainage water is retained on the site for reuse for dust suppression purposes. There is no emission point for site waters.

#### Access

- 1.6 The site is situated a kilometre south of the village of Meare and 4.5km to the west of Glastonbury. The site is accessed via the local road between Ashcott (on the A39) and Meare (form the B3151). All access, other than for emergencies is via the southern entrance and the northern entrance is not used. Access onto the Eclipse works is restricted to the working hours.

#### Site Security and Boundaries

- 1.7 The site is situated in open countryside but not readily visible from nearby public roads or properties. The site is securely enclosed by a combination of security fencing, railway sleeper walls, bunding and ditching. The permit boundaries are delineated on site by corner marker posts. A 24 hour presence is maintained on the site for security purposes. The access into the site has substantial security gates that are locked when the site is not in operation. The permit boundaries are demarked by white posts at the corner of the permit areas (or as close as practically possible).

#### Site Identification Board

- 1.8 A site identification board is displayed and maintained at the site at the point vehicles on the first approach the site, to the west of the site at Ashcott Road. It will display the following information:

- Site name and address
- Permit holder's name
- Permit number
- Emergency contact details including telephone number
- Statement that the site is licensed by the EA
- Environment Agency contact numbers including incident hotline number 0800 807060
- Days and hours site is open to receive waste

- 1.9 The sign will be maintained in a legible condition and updated as necessary.

#### Weighbridge, Offices and Stores

- 1.10 The weighbridge is located at the western side of the site just south of the site access point. Adjacent cabins provide the site offices. The main stores for the site are provided in the maintenance shed located opposite the weighbridge. An inventory of the main stores and equipment, including emergency equipment, kept on site is provided in Appendix B. The inventory includes details of where the stores and equipment is kept and all staff shall ensure items are properly stored in their correct locations when not in use.

#### Maintenance of Fixed Infrastructure

- 1.11 The boundary fencing, buildings, tanks and site surfacing are inspected on a regular basis by the site staff. Should any repairs be required they will be noted in the site diary and actioned within five working days.

#### Mobile Plant

- 1.12 The mobile plant and 'non' fixed infrastructure typically on the site comprises:
- Hydraulic Loading Shovel
  - Water Misting and Sprays
  - Shredder/chipper
  - Screeners
  - Tractor and water bowser
  - Water tank (2,500ltr gallon)
  - Mobile Foam Fire Suppression System
  - Diesel Generator
  - trommel
- 1.13 The site staff are responsible for ensuring all plant is maintained in a good working condition with regular inspections, testing and maintenance undertaken in accordance with manufacturer's specifications and the company policy.



## 2 Waste Acceptance Procedures

### Waste Throughput and Types

- 2.1 The site will receive up to 150,000 tonnes of wood waste materials per year. The waste types accepted at the site are listed below in table 1.

Table 1: Waste Types

EWC Code	Description
02 01 07	Wood and bark
03 01 01	Wood bark and cork
03 01 05	Sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03 01	waste bark and wood
15 01 03	wooden packaging
17 02 01	Wood
19 12 07	wood other than that mentioned in 19 12 06
20 02 01	wood and bark only

### Procedures

- 2.2 All waste arriving at the site is subject to the following waste acceptance procedures operated by the site staff.

Initial Acceptance: Documentation and Visual Inspection

- 2.3 Documentation for each load is checked on arrival to ensure an appropriate waste transfer note has been completed. The waste is also visually checked before it is permitted to be unloaded. If the initial check and documentation indicate that the material is allowed under the Permit it is directed to unload. If the material is not permitted or the inspection shows that it contains un-permitted materials for example material not covered for in table 1, the load is refused and not accepted at the site. Site operatives will inform carriers if their material does not comply with the Permit conditions and that it will not be accepted. The

carrier will be advised of a nearby suitable facility which can accept the material. A record of any load refused is made in the Site Diary.

2.4 The visual inspection is also to assess if there are any signs of the waste 'heating' with steam or smoke. Where the load appears to be heated, before it is accepted to be unloaded it is checked by either a temperature probe detector to establish if the temperature of the load is elevated. Loads with elevated temperatures will be directed to the quarantine area for unloading and will be subject to the cooling procedures at the quarantine area. Full details of loads directed to the quarantine area for cooling will be recorded.

2.5 The initial inspection includes taking a photographic record of the load. The record is also used to grade the load. The load is then directed to the appropriate area for tipping and details of the pile in which it is tipped are recorded.

#### Secondary Inspection

2.6 Following the initial acceptance, the waste is also receives a secondary inspection by site operatives when it is unloaded. If any material is found not to be within the terms of the Permit site operatives will, if appropriate, direct that the material be reloaded and removed from site as soon as possible to a suitably licensed facility. If the non-permitted waste cannot be reloaded it will be isolated by site operatives, with no further unloading of materials in that immediate area until the non-conforming material has been removed to prevent any cross contamination.

#### Rejection of Loads

2.7 If at any stage of the acceptance procedures the load is found to contain non permitted material and be rejected it will be removed from site, reloaded back onto the vehicle it arrived in, where possible, to be transported off site. Where it is not possible to reload the non-conforming materials will be transferred to the temporary storage area for non-conforming materials, located to the north west of the main building. Site Operatives will make arrangements for the removal of non-conforming material from the temporary storage area to an appropriated licensed facility and arrangements made by the site operative to ensure its removal from site. If the material has the potential to cause a statutory nuisance it will be removed as soon as possible from site i.e. within 24 hrs.

2.8 If the non-permitted wastes are hazardous the Environment Agency will be notified and a course of action agreed. Site operatives will record in the Site Diary all actions involving non-conforming materials. If a source/supplier of waste is repeatedly bringing non-conforming

materials to site then further investigation of the source of the waste will take place. If appropriate, specific acceptance requirements will be issued to the supplier to ensure that non-conforming materials are not brought onto site or materials will not be accepted onto site from that source/supplier. Where a supplier continues to bring non-conforming materials to site, the contract with that supplier will be terminated.

2.9 Details of rejected loads will be kept in the Site Diary and management will be informed at the end of each working day.

### **Information Records**

2.10 The following is recorded for each load of waste:

- The vehicle registration number;
- The haulier's Registration of Carriers registration number;
- A Transfer Note showing the waste producer, a description and amount of the waste, the haulier of the waste and the waste's collection point: and,
- Pile number the load is directed to for tipping.

2.11 The site records are forwarded each week to the Operator's head offices at Penrith and are available for inspection by the Environment Agency with reasonable notice. Alternatively information can be supplied on request. Commercial information will be regarded as confidential. Within one month of the end of each quarter details of the waste movements are forwarded to the Environment Agency on the appropriate Environment Agency form.

### **No Acceptance of Waste**

2.12 In addition to the general waste acceptance procedures outlined above, if at any point during the working day, material will not be accepted onto site in the following conditions:

- Insufficient storage capacity,
- Extreme weather conditions,
- Abnormal site conditions preventing normal working as outlined in section 3.

2.13 Details of such events will be recorded in the Site Diary.

### Suppliers

- 2.14 All suppliers are made aware of the waste codes that can be accepted at the site. Prior to materials being accepted from a new supplier they are visited by site management to ensure that their waste meets the waste acceptance criteria accepted at the site.

### 3 Method of Operation

#### **Description of Activities: Classification of the Waste Management Operations (Directive Codes)**

3.1 The waste management activities fall into the following 'D' & 'R' classifications:

- R3 Recycling/reclamation of organic substances which are not used as solvents
- R13 Storage pending operations under R13

#### **Limits of Activities**

3.2 The treatment of the permitted wood wastes by sorting, separation, cutting pulverising, shredding and chipping.

#### **Site Operation**

##### General Management

3.3 The site is only open to receive waste when it is supervised by a member of staff who is trained in and familiar with the requirements of this Management System and the Environmental Permit. The site is run by technically competent management with a Certificate of Technical Competence to an appropriate level. The attendance of the technically competent management is recorded in the site diary. A copy of this Management System accompanying documentation including Fire Prevention Plan and a copy of the Waste Environmental Permit will be kept available on site for reference.

##### Daily Initial Site Inspection

3.4 The site staff upon arriving at site at the start of each working day will inspect the site to ensure that there have been no incidents overnight. The inspection will check the site infrastructure is intact and free from any obstructions, including site boundaries and roadways. All waste storage areas will be checked to ensure that the material has not been disturbed. The mobile plant on site will also be checked to ensure it is operational.

3.5 Any defects identified by the daily initial site inspection will be rectified by the site staff immediately. Where it is not possible rectify any defects immediately the site will not open unless normal operating conditions are unaffected i.e. operations can take place without any increased risk of pollution. The site operative will record details of the incident, detailing its cause(s) and any remedial measures employed in the site diary. The site operative will report the matter, verbally, to management before the end of the working day.

- 3.6 Upon completion of the daily initial site inspection confirming normal site operating conditions, with the completion of any necessary remedial actions, the site will accept waste
- 3.7 The site is split into a number of areas with different operations taking place and different materials being processed, see plan 2060/site for locations are shown. The maximum possible storage on site is approximately 9,000 tonnes.
- 3.8 To avoid cross contamination issues, materials are typically stored separately on the basis of the type and processing they require to meet the 'product specification'. Stockpiling is detailed in the accompanying Fire Prevention Plan (FPP) which includes provision for monitoring. No waste material is kept on site for more than 3 months.
- 3.9 On arrival at site vehicles are checked in accordance with the procedures in section 2 and directed over the weighbridge. Vehicles are then directed to unload at the part of the site which is currently storing similar quality materials.
- 3.10 Processing takes place with mobile machinery which operates across the whole site. The processing plant is repositioned adjacent to the current materials storage area which is being processed, to minimise internal transportation. The processed materials are stored without further disturbance or unnecessary movement until they can be removed from site.
- 3.11 If there is any spillage of materials either at the point of processing or as a consequence of being transported across the site, or from stockpiles this is cleared as soon as feasible. A loading shovel are typically used to move materials.

### **Operational Hours**

- 3.12 The typical hours<sup>1</sup> waste processing takes place are from:
- 0700 - 2200 Monday to Friday (Screening only after 19:00)
  - 0700 – 2200 Saturdays and Sundays (Screening only after 19:00)
- 3.13 At the end of each working day the site staff will ensure that all mobile plant is secured, a blow down takes place and the plant is rechecked an hour later. At the end of the working day the site is left in a tidy condition.

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<sup>1</sup> Working may take place outside hours where necessary in response to issues arising from the emergencies at Glastonbury or other sites or specific contract requirements

3.14 The typical hours transportation of waste materials to and from the site are:

- 0700 - 1900 Monday to Friday
- 0700 – 1600 Saturdays

### **Weekly Inspection**

3.15 A weekly site inspection is carried by the site manager, or in his absence his appointed nominee, out to assess:

- The correct nature of wastes are being handled at the facility;
- The state of repair of the infrastructure including surfaced areas, fences, dust suppression equipment, buildings, drainage, etc;
- Any evidence of scavenging animals or birds, pests or vermin;
- The satisfactory operation of the waste recording system; and
- The general state of condition of the site and its facilities.

### **Members of the Public**

3.16 The site is not open to members of the public and any members of public found on the site shall be asked to leave immediately by site staff.

## 4 Environmental Control Measures

### Dust

- 4.1 Dust management for the operations are detailed in the Dust Management Plan prepared for the Eclipse Works which compliments the management system. The main measures to suppress dust include: location of 'dustiest' operations away from nearby properties; boundary treatments; use of water mister and sprays; provision of windbreak shelter to processing operations; control of transportation; general good housekeeping on site; and, in extreme conditions modification and/or cessation of operations.
- 4.2 Water will be used on site to use as a suppressant should dust occur in dry weather. During the working day, site staff will maintain a visual assessment of dust created on site and will take appropriate steps to control any untoward emissions. Dust management will be kept under regular review and the Dust Management Plan updated as appropriate.
- 4.3 To prevent any waste materials being deposited on the local roads all vehicles which bring waste to the site do so in fully enclosed trailers. Drivers are instructed to inspect their vehicle before leaving the site and remove any debris from the lorry bodies/wheels when necessary by washing or other means. The local roadways will be regularly inspected. If a specific problem is identified at any time immediate action will be taken to remove it.

### Noise

- 4.4 The site is some distance from the nearest residential properties with other industrial activities taking place in the intervening area. A recent noise monitoring has confirmed the site operates within EA noise guidance. A Noise Management Plan is operated at the site.

### Surface & Ground Waters

- 4.5 The site drainage does not connected to any external watercourses. To minimise risks to surface and ground waters the following actions are implemented:
- Waste Acceptance Procedure to ensure that only inert materials are accepted;
  - No point source discharges to surface waters from the waste operations;
  - On site fuelling and maintenance of plant and vehicles undertaken with due regard to best operating practise;
  - Storage of polluting liquids such as oils and fuel restricted to appropriate locations; and,



- Spill kits will be made available.

### **Windblown Litter**

4.6 Due to the nature of the waste litter nuisance is considered to be a low risk. The site is sheltered by a combination of buildings, fencing and bunding providing a windbreak to the operations. Throughout the working day the site staff will note the prevailing weather conditions, and in conditions with the potential to generate windblown litter. Notwithstanding the weather conditions the site staff will maintain a visual assessment throughout the working day for windblown litter. The site will maintain good housekeeping practises and any windblown material will be cleared immediately including any windblown litter off site. All litter on the site will be picked up on a daily basis.

### **Odour**

4.7 Due to the nature of the waste odour nuisance is considered to be a low risk. Site management will however record any issues with odour and if there is an on-going issue with odour complaints the operator shall prepare and implement an odour management plan.

### **Pests & Vermin**

4.8 Problems arising from scavenging animals or birds, pests and vermin are unlikely as food wastes are not brought into the site. However the site manager will inspect the site regularly, at minimum on a weekly basis, and, should any evidence of pests be found, the site manager will ensure appropriate action is taken immediately to eradicate them. A record of inspections is kept in the site diary. Any evidence of pests found by site operatives will be reported to the site manager for appropriate action.

## 5 Accident Prevention and Management Plan

### Emergency Procedures

#### Immediate Response

5.1 Where appropriate to the accident, immediate actions shall include:

- Raise alarm if human / environmental safety is at risk;
- Ensure all persons are evacuated from danger area; and
- Contact Emergency Services.

#### Secondary Actions

5.2 Potential events / failures that could lead to a human / environmental accident, their possible consequences and the actions to be taken to deal with the accident are outlined below in this section.

### General Contingency Provisions

#### Shutdown

5.3 When conditions arise on site which prevent the normal working methods, as outlined in section 3, which give rise to pollution risks or emergency situations, then the relevant operations or the whole site (if appropriate) shall shutdown until normal working conditions can be resumed. Such conditions would include critical failure of site infrastructure e.g. failure of water supply for dust suppression, the collapse of the building, or extreme weather conditions such as gale force winds or emergency situations such as the outbreak of fire.

5.4 Management will be informed immediately of any such incidents and, when appropriate, no wastes accepted onto site.

5.5 When the site is shutdown, where conditions permit, the site staff will ensure all waste is placed in storage mounds and left undisturbed and all mobile plant is secured. If the site is to be closed for more than two weeks the Environment Agency will be informed and provisions for the site's future operations discussed.

#### Mobile Plant & Machinery Failure

5.6 In the event of breakdown or malfunction the machinery shall, where possible, be repaired on site and subject to a full inspection prior to commencing operation again. Spare parts can be readily obtained from suppliers within 24hours and if unavailable replacement plant can be source from other operations within 48 hours.

- 5.7 Where the plant failure means that waste cannot be moved on site, and there is no suitable storage areas where materials can be deposited with giving risk to a pollution risk, then no further waste will be accepted on site until the plant is fully functional again or replacement plant has been brought to site.
- 5.8 Where the plant failure means that dust suppression systems cannot work fully e.g. frozen water, then only activities which do still have operational dust suppression or do not require dust suppression can take place until the dust suppression equipment plant is fully functional again or similar replacement machinery/arrangements have been made on site.

### **Reporting and Investigation of Incident**

- 5.9 Any emergency/accident/shutdown/plant failures are immediately reported to the Site Manager. Full details of any incident which causes, or could cause, human damage or environmental pollution are recorded in the Site Diary. The details include date and time of accident, nature of accident, actions taken, involvement of any third parties, any remediation measures taken and results of investigation.
- 5.10 The Site Manager will investigate all incidents to establish the reasons and take any appropriate remediation actions. Where there is a repeated incident the site manager shall investigate the causes and take appropriate steps to prevent repeat instances including amendments to the management system if required.
- 5.11 A full record of the incident will be recorded in the Site Diary including details of investigations and any resultant remedial actions. Details of any incident shall be forwarded to the Area Manager and local Environment Agency office as appropriate.

### **Training**

- 5.12 All Site Staff will be suitably trained in the operation of accident management provisions including fire fighting procedures.

### **Emergency Equipment**

- 5.13 All site vehicles and plant will carry spill kits, fire fighting equipment and fires aid kits. Protective clothing and a fresh water supply is available in the buildings adjacent to the site offices.

### **Environmental Accidents – Water & Land**

#### Potential accidents

5.14 Potential accidents that could lead to pollution of water or land interests include:

- Failure of drainage provisions
- Fuel spillages, including damage to fuel tanks
- Spillage of liquids
- Spillage of waste outside site
- Vandalism, leading to accident as outlined above
- Abnormal weather conditions

#### Potential Consequences

5.15 The potential consequences of these accidents could see pollution of:

- Adjacent water courses;
- Surrounding land; or
- Groundwater.

#### Avoidance Actions

5.16 Actions to avoid potential accidents include:

- Operation of waste acceptance procedures;
- Maintenance of site infrastructure
- Maintenance and inspection regime for all site plant and vehicles; and,
- Appropriate locations for repair and refuelling

#### Minimising Impact

5.17 In response to an accident as outlined above, the following actions will be instigated by the Site Staff as appropriate to the incident:

- Isolate and remove hazardous waste as per with waste acceptance procedures;
- Repair damaged infrastructure;
- Isolate affected area from operations;
- Stop operations in affected area/site;
- Stop bringing material to affected area/site;
- Shut down of site;
- Immediate use of spill kits and subsequent appropriate disposal;

- Where possible stem or contain flow of liquid;
- Retrieve materials that have escaped from site; and,
- Inform the Site Management / Environment Agency.

5.18 The accident shall be fully recorded as outlined previously

### **Environmental Accidents – Fire**

5.19 A Fire Prevention Plan has been prepared which details the fire prevention measures and provision for a fire incident.

## 6 Communications & Record Keeping

6.1 The Site Operator will ensure that this Management System and any updates or reviews are communicated to all Site Staff involved in the operation of the site. A full and up-to-date copy of the Management System, Environmental Permit and Fire Prevention Plan and Planning Consents will be kept at the site offices and made available at all times.

6.2 Any sub-contractors involved in the operations will be supplied with a copy of the Management System which they must comply with as relevant to their work.

### Waste Records

6.3 Records will be kept of the full details of all waste brought to the site, as outlined in section 2. All waste transfer notes of the waste accepted at site will be retained at the Operator's head office.

### Site Diary

6.4 The Site Diary will be maintained by Site Staff and kept at the site offices, recording:

- Site opening times;
- Staff on site;
- Daily weather conditions;
- Incidents / abnormal site conditions;
- Refused loads / unacceptable wastes;
- Details of regular daily and weekly site inspections including any consequent actions;
- Regulatory inspections, with the outcome and any actions required;
- Plant breakdown / failure;
- Site closure; and,
- Complaints and actions taken.

6.5 The site diary will be available for inspection to authorised Environment Agency officers.

### Other Record Keeping

6.6 In addition to the Site Diary the Site Staff / Site Operator will also keep:

- Permit;
- Management system and accompanying documentation;
- Details of mobile plant maintenance and inspection records;

- Details of non-inert waste removed from site;
- Complaint details including investigations and outcomes;
- Reviews, audits and amendments of management system;
- Records of training of staff; and
- Environment Agency Compliance Assessment Reports and actions.

6.7 All records associated with the site shall be kept for a minimum of six years in accordance with the requirements of the Environmental Permit.

### **Complaints**

6.8 Any complaints received at the site will be immediately investigated by the Site Staff and / or the Site Operator. Where appropriate, remedial action will be taken.

6.9 The complaint will be reported to the Site Operator within 24 hours. The original complainant will be informed of the outcome of the investigation of the complaint and any actions taken within 5 working days.

6.10 Details of each complaint, including the complainant's details, actions taken and outcomes will be recorded on a complaint log, see Appendix C, which will form part of the records of the site diary.

## **7 Management, Site Staff and Training**

### **Management**

7.1 The management is provided from its office located at Cardiff:

South West Wood Products Limited

Unit 4A

Compass Business Park

Pacific Road

Cardiff

CF24 6HL

Tel: 0290 523440

7.2 The Area Manager will undertake an annual audit of the site's performance against the Management System to ensure the site is operating effectively and compliant with any new regulatory or permit requirements. An annual review of the management system will be undertaken by management.

### **Management Site**

7.3 Direct responsibility for implementing the Management System at Eclipse Works is held by the site manager. The relevant technical competency is held by Tom Dunn, who is the area manager with overall responsible for operations at the site. The Site Manager will also be responsible for interim audits of the management system place in response to changes to the site's operation, company changes, incident/accidents, complaints, and use of new plant or techniques. All site staff will report directly to the Site Manager

### **Operational Staff**

7.4 Management will ensure that the Technical Competency is maintained in accordance with industry requirements. Suitably qualified consultancy staff will be brought in to manage the site if this is not the case.

7.5 The site staff will be suitable trained in their roles and responsibilities with on site training by the technically competent management, to ensure that they conduct their duties in compliance with the management system.



# Drawings

**Drawing 2060/Site**

## Appendices

## Appendix A – Eclipse Works Emergency Contacts

<b>Eclipse Works, Meare, Glastonbury</b>	
Site Phone Number	01458 860070
Emergency Services	999
Police HQ Incident Room	101
Local Police	Street Police Station West End, Street, Somerset BA16 0LG Tel: 101
Doctor	Glastonbury Health Centre, 1 Wells Road, Glastonbury, Somerset, BA6 9DD 01458 834100
A&E	Yeovil District Hospital, Higher Kingston, Yeovil, Somerset, BA21 4AT Tel: 01935 475122
NHS Direct	0845 4647
Environment Agency	24hour hot line – 0800 807060 Local Office – 01278 484728
Gas Emergency	0800 111 999
Electricity Emergency	0800 328 1111 (Central Network)
Water Services & Emergencies	0800 783 4444
Local Authority	Mendip District Council 01749 648 999
Maintenance Contractor	

<b>Company Contacts Out of Hours</b>		
Operator	Tom Dunn	07717 291464
	Martin Chubb	07739324593

## Appendix B – Eclipse Works Inventory of Equipment and Stores

<b>Equipment/Stores</b>	<b>Location</b>
Fire Extinguishers	Maintenance Shed, on vehicles and located across site
Fire Fighting Equipment	Maintenance Shed and located across site
Oil spill kit	Maintenance Shed and in vehicles
First Aid Kit	Site offices and on vehicles
Wear Part spares for plant	Maintenance Shed
Diesel (bundled tanks)	Maintenance Shed
Oils	Maintenance Shed
Various hand tools and equipment	Maintenance Shed

**Appendix C – Complaint Log**



**Complaint Log:**

Date of Incident		Time of Incident		Weather conditions at time of incident	
Date of Complaint		Time of complaint			
Name		Address		Contact details	
<b>Complaint</b>					

Signed:.....

Details of Investigation					
Action Taken					
Future Actions					
Reporting <sup>2</sup>	Complainant	Site Staff	Management	EA	

Signed:..... (Site manager)

<sup>2</sup> Confirm date, verbal or written.

## Appendix D – Eclipse Works Dust Management Plan

## Appendix E – Eclipse Works Risk Assessment



Eclipse Works, Ashcott Road, Meare near Glastonbury,  
Somerset, BA6 9SU

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Non-Technical Summary for Variation to  
Environmental Permit EPR/YP3297EC to  
increase site throughputs

Ref: 2060A /NTS

February 2016



A variation is being sought to Environmental Permit EPR/YP3297EC to increase site throughputs at the existing wood recovery operation at Eclipse Works, Glastonbury. This document is the non-technical summary accompanying the environmental permit application.

The Eclipse operations were covered by the Standard Rules permit 2011/No4 however recent national changes have seen a substantial reduction of the permitted throughput to 5,000tpa. Notwithstanding this change the operator was already considering a permit variation to allow increased throughputs to reflect the success of the operations winning new contracts. The variation is to allow a throughput of 150,000tpa with a maximum on site storage of 9,000t.

The operator is South West Wood Products Limited, who has operated a successful wood recovery operation at Eclipse for over four years without any pollution incidents including fires.

The permit variation will not change either the waste types and or site operations. There have been no changes to the locational constraints of the site's surroundings.

The site already operates to a comprehensive site management system and a Fire Prevention Plan has been prepared for the operations and accompanies the application.



## **SITE CONDITION REPORT**

**South West Wood Limited  
PERMIT NO: EPR/YP3297EC**

**Eclipse Works, Meare, Nr Glastonbury,  
Somerset, BA6 9SU**

**Completed Sections 1-3 February 2016 for  
additional site area (Plan 2060A/Plan)  
Reference No: 2060A/SCR**

<b>1.0 SITE DETAILS</b>	
Name of the applicant	South West Wood Limited
Activity address	Eclipse Works, Meare, Near Glastonbury, Somerset, BA6 9SU
National grid reference	ST 453 404

Document reference and dates for Site Condition Report at permit application and surrender	2060A/SCR February 2016
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Document references for site plans (including location and boundaries)	2060A/Plan
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**Note:**

In Part A of the application form you must give us details of the site's location and provide us with a site plan. We need a detailed site plan (or plans) showing:

- Site location, the area covered by the site condition report, and the location and nature of the activities and/or waste facilities on the site.
- Locations of receptors, sources of emissions/releases, and monitoring points.
- Site drainage.
- Site surfacing.

If this information is not shown on the site plan required by Part A of the application form then you should submit the additional plan or plans with this site condition report.

<b>2.0 Condition of the land at permit issue</b>	
Environmental setting including: <ul style="list-style-type: none"> <li>• geology</li> <li>• hydrogeology</li> <li>• surface waters</li> </ul>	Geology: Bedrock - Langport Member, Blue Lias Formation And Charmouth Mudstone Formation (undifferentiated) – Mudstone Superficial – Peat Quaternary Period Hydrogeology: not within a groundwater protection zone Surface waters across the site: none
Pollution history including: <ul style="list-style-type: none"> <li>• pollution incidents that may have affected land</li> <li>• historical land-uses and associated contaminants</li> <li>• any visual/olfactory evidence of existing contamination</li> <li>• evidence of damage to pollution prevention measures</li> </ul>	Previously the site was used before current wood recycling operations commenced. No known pollution incidents No evidence of contamination or damage to pollution measures
Evidence of historic contamination, for example, historical site investigation, assessment, remediation and verification reports (where available)	No known historic contamination.
Baseline soil and groundwater reference data	None

<b>Supporting information</b>	<ul style="list-style-type: none"> <li>Website searches: EA registers/records, Magic, BGS</li> </ul>
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<b>3.0 Permitted activities</b>	
Permitted activities	Recycling of waste wood originally under SR2011No4 but permit area increased with increase applied for a new max annual permitted throughput of 150,000t and storage of 9,000tpa. The permitted activities cover storage and recycling/ reclamation of organic substances
Non-permitted activities undertaken	None
Document references for:	<ul style="list-style-type: none"> <li>Plan Ref: 2060A/Plan</li> <li>2060A/RA February 2016</li> </ul>
<ul style="list-style-type: none"> <li>plan showing activity layout; and</li> <li>environmental risk assessment.</li> </ul>	

**Note:**

In Part B of the application form you must tell us about the activities that you will undertake at the site. You must also give us an environmental risk assessment. This risk assessment must be based on our guidance (*Environmental Risk Assessment - EPR H1*) or use an equivalent approach.

It is essential that you identify in your environmental risk assessment all the substances used and produced that could pollute the soil or groundwater if there were an accident, or if measures to protect land fail.

These include substances that would be classified as 'dangerous' under the Control of Major Accident Hazards (COMAH) regulations and also raw materials, fuels, intermediates, products, wastes and effluents.

If your submitted environmental risk assessment does not adequately address the risks to soil and groundwater we may need to request further information from you or even refuse your permit application.



4.0 Changes to the activity	
Have there been any changes to the activity boundary?	
Have there been any changes to the permitted activities?	
Have any 'dangerous substances' not identified in the Application Site Condition Report been used or produced as a result of the permitted activities?	
Checklist supporting information	of •

5.0 Measures taken to protect land	
Checklist supporting information	of •

6.0 Pollution incidents that may have had an impact on land, and their remediation	
Checklist supporting information	of •

7.0 Soil gas and water quality monitoring (where undertaken)	
Checklist supporting information	of •

8.0 Decommissioning and removal of pollution risk	
Checklist supporting information	of •

9.0 Reference data and remediation (where relevant)

Checklist  
supporting  
information

of

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10.0 Statement of site condition

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## Supporting Information Document Reference 2060A/SupInfo

### *EPC2 Question 2b1: About your Proposed Changes*

1. The application to vary the permit from Standard Rules Permit (SR2011No4) to a tier 3 bespoke waste facility permit for the recycling of wood permit are due to the operators proposals to increase the throughput tonnage to 150,000tpa together with storage provision of 9,000t, which are above the permitted limits in the Standard Rules Permit. Otherwise there are no other changes to the permitted operations with the same approved waste activities (R3 & R13) and no changes to any locational considerations.

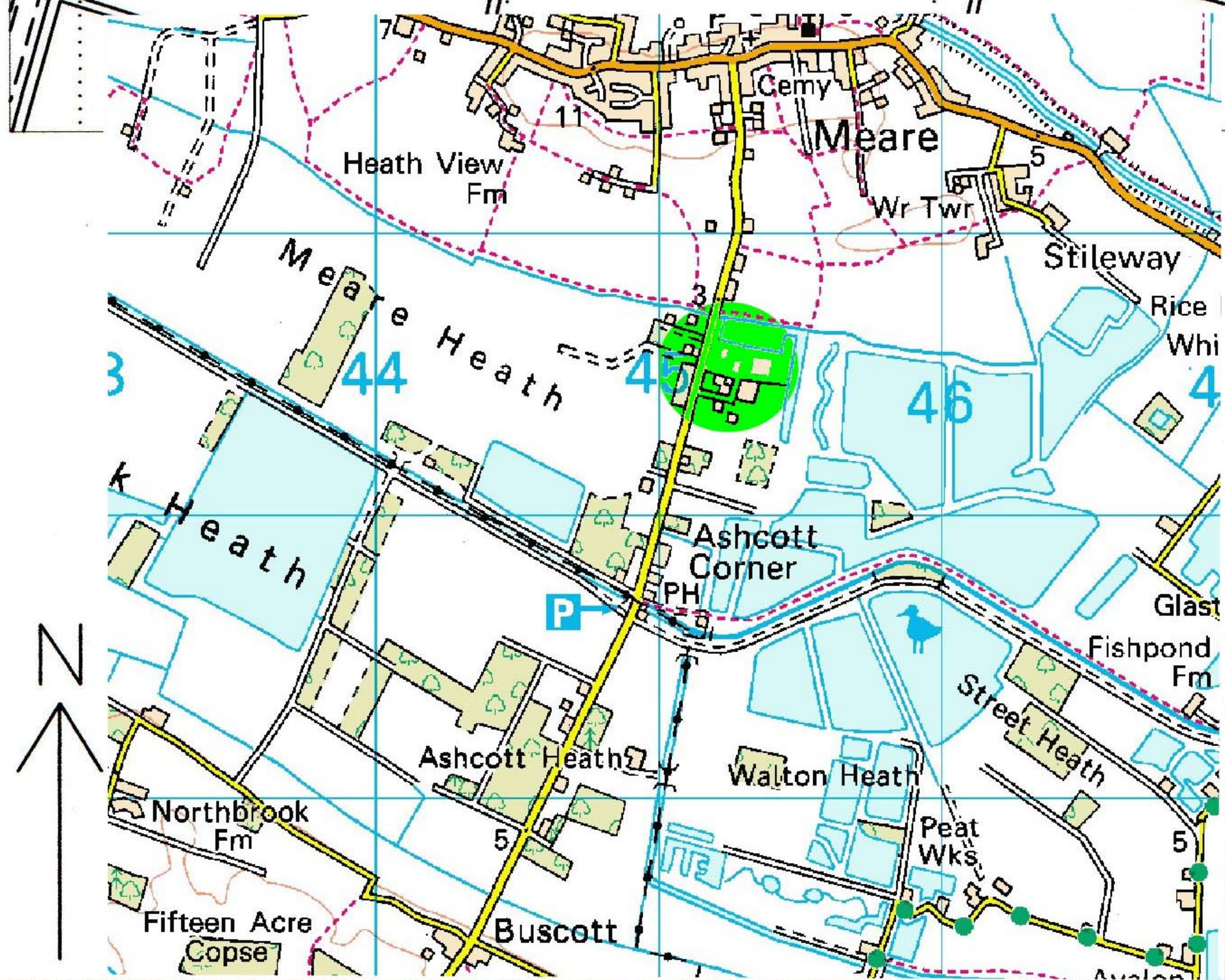
*EPC4 Question 1B - Waste Types Accepted (no change)*

<b>Waste Code</b>	<b>Description</b>
<b>02</b>	<b>WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING</b>
<b>02 01</b>	<b>wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing.</b>
02 01 03	wood and bark only
02 01 07	wood and bark
<b>03</b>	<b>WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND PRODUCTION</b>
<b>03 01</b>	<b>wastes from wood processing and the production of panels and furniture</b>
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
<b>03 03</b>	<b>wastes from pulp, paper and cardboard production and processing</b>
03 03 01	waste bark and wood
<b>15</b>	<b>WASTE PACKAGING</b>
<b>15 01</b>	<b>packaging</b>
15 01 03	wooden packaging
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
<b>17 02</b>	<b>wood, glass and plastic</b>
17 02 01	wood
<b>17 09</b>	<b>Other construction and demolition waste</b>
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 (wood only)
<b>19</b>	<b>WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL WASTE</b>
<b>19 12</b>	<b>wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified</b>
19 12 07	wood other than that mentioned in 19 12 06
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
<b>20 01</b>	<b>separately collected fractions</b>
20 01 38	wood other than that mentioned in 20 01 37
<b>20 02</b>	<b>garden and park waste</b>
20 02 01	Biodegradable waste (wood and bark only)

*EPC4 Question 3a – Operating Techniques*

2. The wood processing operations involve the acceptance of the wood waste (as per waste acceptance procedures), its storage then processing by means of a shredder and/or chipper typically followed by screening. The processed material is then stored prior to removal off site. These operations take place in accordance with the site's management system.





South West Wood Products Ltd  
Eclipse Works, Meare  
**Permit Plan**

Date: September 2011

Drawn by: LJB

Scale: 1:2500

Ref: 2060A/Permit



**Land & Mineral**  
Management Ltd