



STANDARD RULES  
ENVIRONMENTAL  
PERMIT APPLICATION

for operation of a waste facility on land off  
Horn Lane, Acton, London

Environmental Permit Application Prepared on Behalf of:  
S Walsh and Son Limited



Report Date:  
October 2016

This Report was prepared by PDE Consulting Limited on behalf of  
S Walsh and Son Limited



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# 1. INTRODUCTION

## Background

- 1.1. PDE Consulting Limited (the 'Agent') has been commissioned by S Walsh and Son Limited (the 'Operator') to prepare and submit to the Environment Agency (EA) an Environmental Permit Application for the operation of a new waste facility located on land at Horn Lane, Acton in London (the 'Site').

## Purpose of this Report

- 1.2. An Environmental Permit is required, under the Environmental Permitting (England and Wales) Regulations 2010, to operate:
  - Installations that carry out Schedule 1 activities;
  - Specified waste activities; and
  - Mobile plant.
- 1.3. The Environmental Permitting Regulations came into force on 6 April 2008. The purpose of the regulations is to make legislation more efficient by combining the Pollution Prevention and Control (PPC) and Waste Management Licensing (WML) regulations. An Environmental Permit is required for the proposed operation, as it comprises a specified waste activity.

## Standard and Bespoke Environmental Permits

- 1.4. There are two different types of Environmental Permit: standard and bespoke. The type of permit required for a particular waste facility depends on the complexity and environmental risk of the proposed operation. Standard rules permits refer to standard rules (pre-requisites and conditions within the permit) that must be met. Most of these rules specify certain environmental results that must be achieved and it is up to the Operator to confirm and demonstrate compliance.
- 1.5. Currently the EA has developed standard rules permits for a number of different waste operations/facility types; an Operator may apply for a standard rules permit if the proposed activity meets all the specified requirements. In any other case, a bespoke permit must be applied for.
- 1.6. The proposed waste operation can comply with SR2009No5, Inert and Excavation Waste Transfer Station.

## 2. OPERATIONS

### Application Forms

2.1. The following completed application forms are presented in Appendix 2:

- Part EPA (About you);
- Part EPB2 (Standard facilities permit); and
- Part EPF1 (Opra, charges and declarations).

### Site Location and Setting

- 2.2. The Site can be seen outlined in green on Drawing Number 3731-SK-160713 and is located approximately 640 m west of Acton main line station and Horn Lane, in Acton. The Site comprises a narrow strip of land on the northern side of the railway siding.
- 2.3. The Site is bound to the south by the railway line and to the north by trees and then housing on Churchill gardens and fields associated with West Acton primary school. To the east of the Site are other industrial uses including a concrete batching plant, waste transfer and treatment and a rail aggregate depot.
- 2.4. The Site is underlain by solid geology of London Clay. A borehole log (ref TQ 28/213) for Acton concrete plant available on the BGS website<sup>1</sup> proved the clay to extend to a depth of 67 m. Superficial geology appears to be absent in the area. The London Clay is a non aquifer and the Site is not located within a groundwater source protection zone.
- 2.5. The EA flood map<sup>2</sup> indicates that the Site is not at risk from flooding from rivers or the sea. There are no surface water bodies within or adjacent to the Site.
- 2.6. At the closest point to the Site, the River Brent is located approximately 2.5 km to the north west. EA General Quality Assessment (GQA) data for 2009 for the River Brent (Wembley Brook - Costons Brook) is classed as being Grade D for chemistry and Grade E for biology. Grade A represents the highest quality, and Grade F the lowest.
- 2.7. There are considered to be no potential pathways (e.g. dry ditch or drainage systems) whereby run off from the Site could cause pollution to the River Brent.
- 2.8. The Grand Union Canal is situated approximately 2 km north of the Site.
- 2.9. There are no European Sites, Ramsar sites or Sites of Special Scientific Interest (SSSI) within 1km of the proposed waste facility.
- 2.10. The Site is located within the London Borough of Ealing and falls within the Ealing air quality management area (AQMA) which covers the whole borough. The source of the pollution is stated as 'road transport unspecified' and the pollutants declared are:
- Particulate Matter PM<sub>10</sub> - 24-Hour Mean; and
  - Nitrogen dioxide NO<sub>2</sub> - Annual Mean.

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<sup>1</sup> <http://mapapps.bgs.ac.uk/geologyofbritain/home.html>

<sup>2</sup> <http://apps.environment-agency.gov.uk/wiyby>

- 2.11. According to the EA public register; there are two existing waste operation permits within 1km of the Site.
- 2.12. Aggregate Industries UK Limited operate Stone Terminal on Horn Lane, which is a non-hazardous waste physical treatment facility, under environmental permit number CB3006LS/T001.
- 2.13. J Simpson Waste Management Limited operate Horn Lane household, commercial and industrial waste transfer station under environmental permit number BB3810SN/V004.
- 2.14. There are no existing permits for the Site.

### Proposed Activities

- 2.1. Wastes may be bulked up for disposal or recovery elsewhere and may be manually sorted or separated for recovery but the rules do not allow any waste treatment activities such as screening and crushing. The total quantity of waste that will be accepted at the site under the permit shall be no more than 250,000 tonnes per annum.
- 2.2. Wastes will be stored and treated on hardstanding.
- 2.3. Waste shall only be accepted if:
- it is of a type listed in the standard rules;
  - it conforms to the description in the documentation supplied by the producer and holder;
  - it does not consist solely or mainly of dusts, powders or loose fibres;
  - it is not hazardous waste;
  - wastes are not in liquid form; and
  - it is visually inspected on arrival and before it enters the treatment process to ensure that it complies with the permit.
- 2.4. It is proposed that the waste management activities listed in Table 1 will be authorised by the permit.

**Table 1: Limit of Activities**

Description of activities	Limits of activities
<p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>R13: Storage of wastes pending the operations numbered R3 and R5.</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p>D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p>R3: recycling or reclamation of organic substances which are not used as solvents.</p> <p>R5: Recycling or reclamation of other inorganic materials.</p>	<p>Treatment consisting only of manual sorting or separation of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.</p>

- 2.5. The permit will not allow the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

2.6. The Operator will manage the Site in line with the permitted activities detailed above.

### Site Management

2.7. The Operator shall manage and operate the activities:

- in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints; and
- using sufficient competent persons and resources.

2.8. The Operator will manage the site in accordance with its own environmental management system (EMS). PDE Consulting Limited has produced a basic EMS for the Site, in accordance with EA guidelines, which includes:

- A series of operating procedures;
- An accident management plan; and
- Reporting forms (e.g. training records for site staff, complaints record and maintenance record).

2.9. A summary of the EMS is presented in Appendix 2.

2.10. In accordance with the requirements of the permit and the EMS, the Site will be managed such that:

- A business identification board will be prominently displayed at the entrance to the Site, clearly stating the company name, emergency contact details and permit details;
- The Site will be secured by fencing/ bunds and lockable gates at the site entrance;
- Minimum personal protective equipment shall be worn in all operational areas. This will include high visibility jacket or waistcoat in traffic areas and steel toe capped boots;
- All contractors visiting the Site will sign in and out of the visitors' book and will be made aware of the Site specific health and safety procedures;
- All liquids (e.g. fuel for site vehicles and machinery) shall be provided with secondary containment.

2.11. The operator shall take appropriate measures to ensure that the waste hierarchy referred to in Article 4 of the Waste Framework Directive is applied to the generation of waste by the activities.

### Technically competent management

2.12. The Operator will comply with the requirements of an approved competence scheme. Relevant WAMITAB certificates and proof of compliance with the Continuing Competence Scheme for the proposed technically competent manager are provided in Appendix 3.

2.13. Any person having duties that are or may be affected by the matters set out in the permit shall have convenient access to a copy kept at or near the place where those duties are carried out. A copy of the EMS will be kept on Site also.

### Nuisance

2.14. Emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. The Operator shall not be taken to have breached this rule if appropriate measures, including, but

not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.

- 2.15. Due to the nature of the proposed waste types it is considered that they have negligible potential for odorous emissions. They also have negligible potential to attract pests and vermin. Mitigation measures for particulate matter, noise and vibration are provided below.

#### Particulate matter

- 2.16. Mitigation measures for particulate matter are summarised below:

- Surfacing of haul routes and speed limits;
- Periodic dampening down of access and haul roads and any other surfaced areas;
- Vehicles entering and exiting the site will be sheeted;
- Drop heights from plant will be kept to a minimum;
- Plant and vehicles will be regularly serviced and equipped with effective exhausts to minimise fume emissions; and
- Daily visual monitoring of dust emissions and the effectiveness of any suppression in use.

- 2.17. The use of water sprays on haul roads has been documented as a very effective dust control measure, being able to reduce dust emissions by over 90% depending upon the degree of wetting and the frequency of application.

#### Noise and vibration

- 2.18. Mitigation measures for noise and vibration are summarised below:

- Regular maintenance of the access roads to repair pot-holes; this serves to significantly reduce noise generated by empty vehicles;
- Maintaining equipment specifically to reduce noise levels, for example fixing loose covers;
- Enclosure or abatement, for example acoustic enclosures, silencers;
- Locating activities away from sensitive receptors, for example of delivery or vehicle routes or noisy plant;
- Switching off plant, vehicles and ventilation units when not in use; and
- Reducing or stopping activities that are causing the noise until either the circumstances have changed or other appropriate measures have been put in place to allow the operations to recommence without significant noise.

- 2.19. A complaints procedure is provided in the EMS which allows the following information to be recorded:

- any complaints received in relation to activities covered by your permit (e.g. complaints from neighbours about noise, odour or dust from your site);
- how you investigate those complaints; and
- details of any actions taken as a result of complaints.



### 3. INFORMATION

#### Records

3.1. All records required to be made by the permit shall be:

- Legible;
- Made as soon as reasonably practicable;
- Documented in such a way that where amendments are made, the original record and any changes are all recorded and retrievable; and
- Retained for the minimum period of time stated in the permit.

#### Reporting

3.2. All reports required to comply with the permit will be provided to the EA as required. The records and reports will be retained in accordance with the procedures outlined in the permit.

#### Notifications

3.3. The Operator shall notify the EA without delay following the detection of:

- Any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;
- The breach of a limit specified in the permit; or
- Any significant adverse environmental effects.

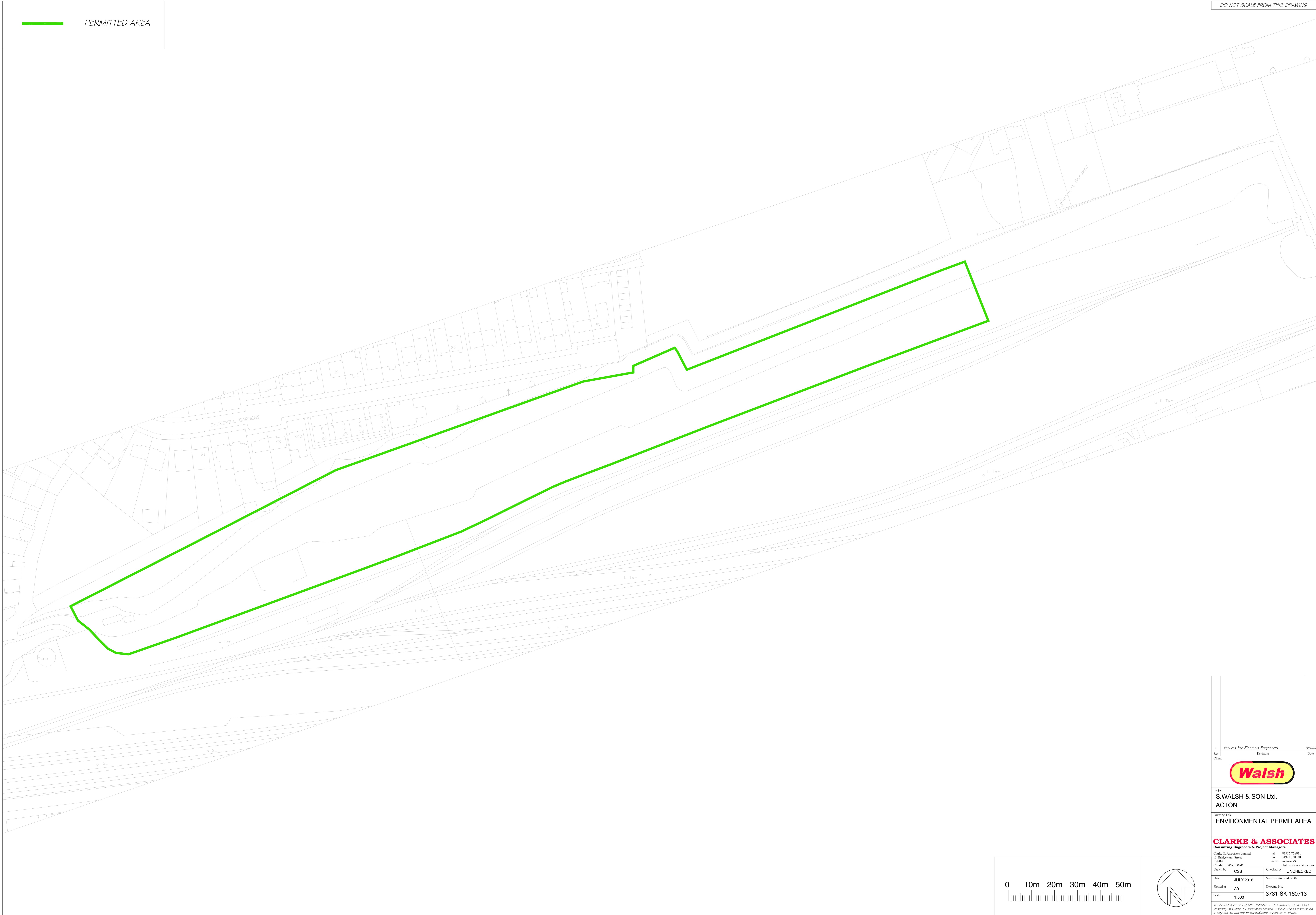
3.4. Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours. All notifications will be recorded and reported in line with Sections 3.1 and 3.2 above.

# DRAWING

Drawing No. 3731-SK-160713 Environmental Permit Area

Scale 1:500 @ A0

PERMITTED AREA



Issued for Planning Purposes. 2016

Revisions

Client



Project  
S.WALSH & SON Ltd.  
ACTON

Drawing Title  
ENVIRONMENTAL PERMIT AREA

**CLARKE & ASSOCIATES**  
Consulting Engineers & Project Managers

Clarke & Associates Limited  
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Website: clarkeandassociates.co.uk

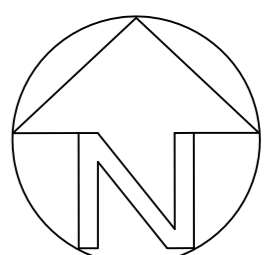
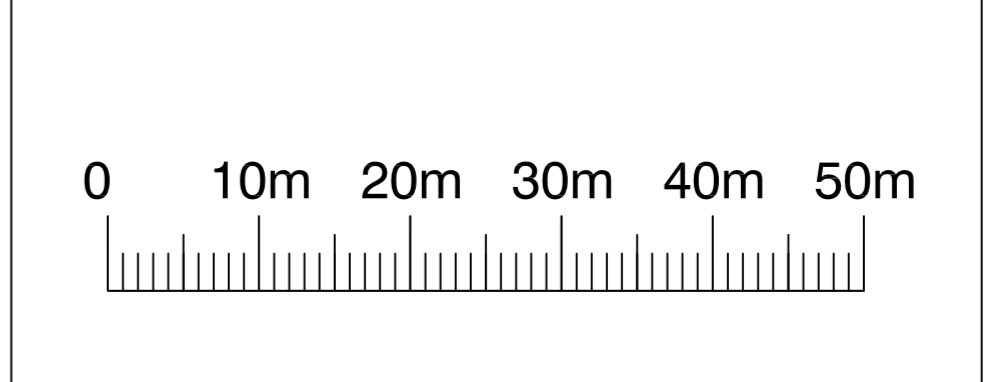
Drawn by: CSS Checked by: UNCHECKED

Date: JULY 2016 Issued in AutoCAD: 2017

Plotted at: A0 Drawing No.: 3731-SK-160713

Scale: 1:500

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## APPENDIX 1

EPR application forms

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# 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

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, or you would like us to review a decision we have made, please let us know. More information on how to do this is available at: <https://www.gov.uk/government/organisations/environment-agency/about/complaints-procedure>

**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.**

## 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

£ \_\_\_\_\_

# Application for an environmental permit Part B1 – Standard facilities permit



**Fill in this part of the form, together with parts A and F1 or F2, if you are applying for a new permit for standard facilities. 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.**

**(If you are making a bespoke application and are not applying for any standard facilities, do not use this form. Fill in part B2.)**

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

**Contents**

- 1 About the permit
- 2 About the site
- 3 About this application
- 4 General information
- 5 Your ability as an operator
- 6 How to contact us

Appendix 1 – Low impact installation checklist  
Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations

## 1 About the permit

### 1a Discussions before your application

If you have had discussions with us before your application, give us the permit reference number or details on a separate sheet. Tell us below the reference you have given to this extra sheet.

Permit or document reference for the extra sheet

### 1b Is the permit for a site or for mobile plant?

- Site  Now go to section 2
- Mobile plant  Now go to section 3

Note: The term 'mobile plant' does not include mobile sheep dipping units.

## 2 About the site

### What is the site name, address, postcode and national grid reference?

Site name

Address

Postcode

National grid reference for the site  
(for example, ST 12345 67890)

National grid reference for the regulated facility

## 3 About this application

### 3a Standard facilities

Tick the relevant boxes below to show which standard rules you are applying for.

**Table 1 – Sets of standard rules that are available for your permit**

Plain English Campaign's Crystal Mark does not apply to Table 1.

Standard rule description	Tonnes per annum (tpa)	Standard rule reference (office use only)
Asbestos waste transfer station	Less than 3,650 tpa <input type="checkbox"/>	SR2008No9 3650te

**3 About this application, continued****Table 1 – Sets of standard rules that are available for your permit, continued**

Standard rule description	Tonnes per annum (tpa)	Standard rule reference (office use only)
Inert and excavation waste transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2008No10 75kte
Inert and excavation waste transfer station with treatment	Less than 75,000 tpa <input type="checkbox"/>	SR2008No11 75kte
Non-hazardous sludge biological, chemical and physical treatment site	Less than 75,000 tpa <input type="checkbox"/>	SR2008No19 75kte
Non-hazardous sludge biological, chemical and physical treatment site	Less than 250,000 tpa <input type="checkbox"/>	SR2008No19 250kte
Storage of furnace ready scrap metal for recovery	Less than 75,000 tpa <input type="checkbox"/>	SR2008No22 75kte
Clinical waste and healthcare waste transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2008No24 75kte
Clinical waste and healthcare waste treatment and transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2008No25 75kte
Mobile plant for the treatment of waste soils and contaminated material, substances or products	Tonnes per annum does not apply <input type="checkbox"/>	SR2008No27 Rem MP
Low impact Part A installation	Tonnes per annum does not apply <input type="checkbox"/>	SR2009No2
Low impact Part A installation for the production of biodiesel	No more than 2,000 tpa <input type="checkbox"/>	SR2009No3
Combustion of biogas in engines at a sewage treatment works	Tonnes per annum does not apply <input type="checkbox"/>	SR2009No4
Inert and excavation waste transfer station	Less than 250,000 tpa <input type="checkbox"/>	SR2009No5
Inert and excavation waste transfer station with treatment	Less than 250,000 tpa <input type="checkbox"/>	SR2009No6
Storage of furnace ready scrap metal for recovery	Less than 1,000,000 tpa <input type="checkbox"/>	SR2009No7
The management of inert extractive wastes at mines and quarries (and appendix 2; see below)	Tonnes per annum does not apply <input type="checkbox"/>	SR2009No8
Discharge to surface water: cooling water and heat exchangers	Max volume 1,000 cubic metres per day <input type="checkbox"/>	SR2010No2
Discharge to surface water: secondary treated domestic sewage	Max volume between 5 and 20 cubic metres per day <input type="checkbox"/>	SR2010No3
Mobile plant for land spreading	Spreading of waste for agricultural or ecological benefit. Up to 10 wastes types 50 hectares per deployment <input type="checkbox"/>	SR2010No4
Mobile plant for reclamation, restoration or improvement of land	Spreading of waste to create a soil profile. Up to 10 wastes types per hectare over 50 hectares <input type="checkbox"/>	SR2010No5
Mobile plant for land spreading of sewage sludge	Deployment max 250 tonnes per hectare over 50 hectares <input type="checkbox"/>	SR2010No6
Mobile plant for the treatment of waste to produce soil, soil substitutes and aggregate	Less than 75,000 tonnes per deployment <input type="checkbox"/>	SR2010No11
Treatment of waste to produce soil, soil substitutes and aggregate	Less than 75,000 tonnes per year <input type="checkbox"/>	SR2010No12
Composting biodegradable waste	Open and contained systems. Less than 500 tonnes on site at any one time <input type="checkbox"/>	SR2010No14
Storage of digestate from anaerobic digestion plant	Less than 75,000 tonnes storage at any one time <input type="checkbox"/>	SR2010No17
Storage and treatment of dredgings for recovery	Less than 125,000 cubic metres at any one time <input type="checkbox"/>	SR2010No18

**3 About this application, continued****Table 1 – Sets of standard rules that are available for your permit, continued**

Standard rule description	Tonnes per annum (tpa)	Standard rule reference (office use only)
Discharge to land: enzyme treated sheep dip	5 cubic metres per day <input type="checkbox"/>	SR2010No19
Composting biodegradable waste (in open and contained systems)	Open and contained systems. Less than 500 tonnes on site at any one time <input type="checkbox"/>	SR2011 No1_500t
Composting in closed systems – waste operation – capacity of no more than 75 tonnes per day	Limit of 75 tonnes per day <input type="checkbox"/>	SR2012 No3
Composting in closed systems – Part A installation – treatment capacity of more than 75 tonnes per day	Less than 75,000 tonnes <input type="checkbox"/>	SR2012 No4
Composting in open systems – waste operation – capacity of no more than 75 tonnes per day	Limit of 75 tonnes per day <input type="checkbox"/>	SR2012 No7
Composting in open systems – part A installation – treatment capacity of more than 75 tonnes per day	Less than 75,000 tonnes <input type="checkbox"/>	SR2012 No8
Part A installation – on farm anaerobic digestion facility including the use of the resultant biogas	Over 100 tonnes per day and up to 100,000 tonnes per year and 5MW thermal input <input type="checkbox"/>	SR2012 No9
On-farm anaerobic digestion facility using farm wastes only, including use of the resultant biogas. Waste recovery operation – treatment capacity of no more than 100 tonnes of waste per day	Less than 100 tonnes per day <input type="checkbox"/>	SR2012 No10
Part A installation – anaerobic digestion facility including the combustion of the resultant biogas	Over 100 tonnes per day and up to 100,000 tonnes per year and 5MW thermal input <input type="checkbox"/>	SR2012 No11
Part A installation – treatment of incinerator bottom ash (IBA) – treatment capacity of more than 75 tonnes per day	Less than 75,000 tonnes per year <input type="checkbox"/>	SR2012 No12
Storage of electrical insulating oils	Less than 500 tonnes a year <input type="checkbox"/>	SR2012 No15
Small clinical waste treatment unit	Less than 100 tonnes a year <input type="checkbox"/>	SR2013 No1
The management of extractive waste, not including a waste facility, generated from onshore oil and gas prospecting activities of drill, core and decommissioning without well stimulation (using oil and/or water based drilling mud)	<input type="checkbox"/>	SR2014 No2
The management of extractive waste, not including a waste facility, generated from onshore oil and gas prospecting activities including drilling, coring, leak-off testing (LOT), acid wash and decommissioning but excluding hydraulic fracturing for the production of oil or gas (using oil and water based drilling mud)	The activities shall be limited to and conform to those described in 'Ref. WMP3' <input type="checkbox"/>	SR2015 No1
Storage and handling of crude oil arising from onshore oil and gas exploration and production activities	Storage capacity limited to 500 tonnes <input type="checkbox"/>	SR2015 No2
Metal recycling and waste electrical and electronic equipment authorised treatment facility excluding ozone-depleting substances	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No3
Household, commercial and industrial waste transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No4
Household, commercial and industrial waste transfer station (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2015 No5
Household, commercial and industrial waste transfer station with treatment	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No6
Household, commercial and industrial waste transfer station with treatment (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2015 No7
Household, commercial and industrial waste transfer station with asbestos storage	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No8
Household, commercial and industrial waste transfer station with asbestos storage (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2015 No9

**3 About this application, continued****Table 1 – Sets of standard rules that are available for your permit, continued**

Standard rule description	Tonnes per annum (tpa)	Standard rule reference (office use only)
Household, commercial and industrial waste transfer station with treatment and asbestos storage	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No10
Household, commercial and industrial waste transfer station with treatment and asbestos storage (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2015 No11
Non-hazardous mechanical biological (aerobic) treatment (MBT) facility	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No12
Vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 75,000 tpa <input type="checkbox"/>	SR2015No13 75kte
Metal recycling site	Less than 75,000 tpa <input type="checkbox"/>	SR2015No14 75kte
Waste electrical and electronic equipment authorised treatment facility (ATF) excluding ozone depleting substances.	Less than 75,000 tpa <input type="checkbox"/>	SR2015No15 75kte
Metal recycling site	Less than 25,000 tonnes per site <input type="checkbox"/>	SR2015 No16
Vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 5,000 tonnes per site <input type="checkbox"/>	SR2015 No17
Metal recycling, vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 25,000 tonnes a year of waste metal and less than 5,000 tonnes a year of waste motor vehicles <input type="checkbox"/>	SR2015 No18
Non-hazardous household waste amenity site	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No19
Non-hazardous and hazardous household waste amenity site	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No20
Materials recycling facility	Less than 75,000 tpa <input type="checkbox"/>	SR2015 No21
Materials recycling facility (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2015 No22
Treatment of waste wood for recovery	Less than 5,000 tpa <input type="checkbox"/>	SR2015 No23
Use of waste to manufacture timber and construction products	Less than 75,000 tonnes per year <input type="checkbox"/>	SR2015 No24
Use of waste in a deposit for recovery operation (construction, reclamation, restoration or improvement of land other than by mobile plant)	Maximum volumetric capacity of recovery operation 60,000 m <sup>3</sup> <input type="checkbox"/>	SR2015 No39
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

**3b SR 2009No8 Management of inert extractive wastes at mines and quarries**Tick the box to confirm that you have filled in the waste management plan checklist in appendix 2 **SR 2014 No2 The management of extractive waste, not including a waste facility, generated from onshore oil and gas prospecting activities of drill, core and decommissioning without well stimulation (using oil and/or water based drilling mud)**

Please tick the relevant box to indicate which mining waste plan you are using.

Mining waste plan for water-based drilling mud Mining waste plan for oil- and water-based drilling mud 

Please provide an estimate of the total quantity of extractive waste to be generated \_\_\_\_\_ tonnes

**SR2015 No 1 The management of extractive waste, not including a waste facility, generated from onshore oil and gas prospecting activities including drilling, coring, leak-off testing (LOT), acid wash and decommissioning but excluding hydraulic fracturing for the production of oil or gas (using oil- and water- based drilling mud)**

### 3 About this application, continued

Please tick the box to indicate that you are using Ref. WMP3 Waste Management Plan

Search on [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency) for 'WMP3: Waste Management Plan for the management of extractive waste not involving a waste facility, generated from onshore oil and gas prospecting activities of drill, core, leak off well testing, acid wash and decommissioning without well stimulation (using oil and water based drilling mud)'

Please provide an estimate of the total quantity of extractive waste to be generated \_\_\_\_\_ tonnes

#### 3c SR 2009No4 Combustion of biogas in engines at a sewage treatment works

Please tick if answer is yes.

3c1 Is the effective stack height more than 3 metres or is the stack height more than 7 metres?

3c2 Do the engine stack gas releases not exceed 500 mg/m<sup>3</sup> for oxides of nitrogen and 1400 mg/m<sup>3</sup> carbon monoxide?

If both boxes are ticked, the distance limit to dwellings of 200 metres no longer applies, for further guidance see the relevant web page.

#### 3d SR 2015No39 Deposit for recovery (see guidance notes on part B1)

3d1 Are you applying for a waste recovery activity involving the permanent deposit of waste on land for construction or land reclamation?

No

Yes

3d2 Have we told you during pre-application discussions that we believe the activity is waste recovery?

No

Yes

3d3 Have there been any changes to your proposal since the pre-application discussion?

No

Yes

3d4 Please send us a copy of your waste recovery plan that complies with Regulatory Guidance Note 13. You need to highlight any changes you have made since the pre-application discussions. Also, below, give us the reference you have given the document with your justification.

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

#### 3e SR 2010Nos 2 or 3 Discharges to surface water (see guidance notes on part B1)

What date do you want the permit for this effluent to start?  
(DD/MM/YYYY) \_\_\_\_\_

Please note that charges will start on this date, even if you have not started to discharge.

Please give name of watercourse \_\_\_\_\_

We recommend that you contact us during pre-application discussions to find out if your proposed activity meets the nature conservation risk criteria (see guidance notes on part B1). Please tick this box if we have confirmed that you can meet the nature conservation risk criteria

#### 3f SR 2015Nos 17 and 18 ELV depollution and dismantling operations

You should discuss this with us during your pre-application discussions.

Is the drainage from the impermeable surface where you keep vehicles **before** they are depolluted or dismantled either discharged to sewer under a consent from the local water company or collected in a blind sump for subsequent disposal?

Yes

No  Go to next question

Is the drainage system for this area designed, constructed and maintained to ensure the discharge does not adversely impact the water quality of the receiving water body (does it include, for example, an appropriately designed, operated and maintained interceptor)?

Yes

No  Go to next question

If you answered 'No' to both questions you cannot comply with the standard rules for this activity and you should contact us to discuss your options.

#### 3g Low-impact installations

Are any of the regulated facilities low-impact installations?

### 3 About this application, continued

No

Yes  Please give us a description of your proposed activity telling us how you meet the conditions for a low-impact installation and send it to us with your application form. Tell us below the reference number you have given this (see appendix 1 in the guidance notes on part B1).

Document reference

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

### 4 General information (not mobile plant)

#### 4a Provide a plan or plans for the site (See the guidance notes on part B1 for what needs to be marked on the plan)

Document plan reference or references

#### 4b Provide the relevant sections of a site condition/baseline report report (this only applies to installations – see guidance notes on part B1)

Document report reference

If you are applying for a standard permit for an IED installation (SR2012 Nos 4, 8, 9, 11 and 13), tick the box to confirm that you have sent in a baseline report

#### 4c Provide a fire prevention plan if the standard rule set you are applying for requires one (see the guidance notes on part B1)

Document plan reference number

### 5 Your ability as an operator

#### 5a Relevant offences (this applies to all except standalone surface water discharges and groundwater discharges – see guidance notes on part B1)

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

No

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 held at the time of the offence

Name of the court where the case was dealt with

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 tell us below the reference number you have given the extra sheet.

Document reference of the extra sheet

Now go to question 5b



## 5b Technical ability (relevant waste operations only – see the guidance notes on part B1)

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 5c

## 5 Your ability as an operator, continued

### 5c Finances (installations, waste operations and mining waste operations only)

**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 below, 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.

## 5 Your ability as an operator, continued

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

### 5d Management systems (all)

You can find guidance on management systems on our website at [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

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

## 6 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.gov.uk/environment-agency](http://www.gov.uk/environment-agency)

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.**



## 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

£ \_\_\_\_\_

**Plain English Campaign’s Crystal Mark does not apply to appendices 1 and 2.**

**Appendix 1 – Low impact installation checklist (see the guidance notes on part B1)**

Installation reference	Response		Do you meet this?
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"/>	

## Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations

### Waste management plan checklist for standard rules SR2009No8 – the management of inert wastes and unpolluted soil resulting from the prospecting, extraction, treatment and storage of mineral resources and the working of quarries, at mines and quarries

Name of operator

Name of site

Please confirm whether the standard answers apply to you in the YES/NO/NA column.

Questions	Answers
Do you have a waste management plan that you will operate to for the minimisation, treatment, recovery and safe disposal of extractive waste?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is it available for inspection by the Environment Agency on request?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the waste will be deposited, or will accumulate in a waste facility, does your waste management plan provide justification that it is not a Category A facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>
Does your waste management plan characterise the waste in accordance with Annex II of the Directive?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your waste management plan confirm that the waste is inert?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your waste management plan provide an estimate of the total quantity of extractive waste to be generated during the operational phase?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your waste management plan describe the operation generating the waste and any subsequent treatment of the waste?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your waste management plan contain a description of how the environment and human health could be adversely affected by the deposit of extractive waste and the preventive measures that you will take in order to minimise the environmental impact during operation and after closure, including any control and monitoring procedures?  Note: the plan should include, but not be limited to, selection of the location of the facility, preventive measures to minimise dust, noise, vibration and the run-off of waste from the activities.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does your waste management plan contain a proposed plan for the closure of the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you operate a mining waste facility, does your waste management plan contain a survey of the condition of the land to be affected by the waste facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>

Does the mining waste operation include one or more inert mining waste facilities?

No

Yes  Provide the number of inert mining waste facilities

#### Sector category

Tick the correct category below:

- Construction minerals
- Metallic minerals
- Industrial minerals
- Energy minerals
- Other sectors  Please provide details below

### **Explanatory notes to checklist**

- This checklist applies only to standard permit applications.
- The Environment Agency will not need to see the waste management plan as part of the application for a standard permit.
- The waste management plan itself may include material prepared for other purposes, such as planning applications and health and safety legislation.
- You must review your waste management plan at least every five years and, where necessary, amend the plan.
- We will monitor the implementation of the waste management plan as part of our compliance work.

# 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.**

The form can be:

- 1 Saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.

- 2 Printed off and filled in by hand. 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 searching for 'Environment Agency charging scheme and guidance: environmental permits, licence and registration costs and fees' at [www.gov.uk/environment-agency](http://www.gov.uk/environment-agency).

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			
Tier 2 facilities (including Part A(2) and Part B; see guidance notes on part F1)	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
Tier 3 facilities				
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				
Total charges due				

**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	SSCL (Environment Agency), PO Box 797, Newport Gwent, NP10 8FZ
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA RECEIPTS
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 [ea\\_fsc\\_ar@sscl.gse.gov.uk](mailto:ea_fsc_ar@sscl.gse.gov.uk).

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWK60708010014411 and our SWIFTBIC number is NWBKGB2L.

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 'Environmental permitting guidance: core guidance', published by Defra and available via our website at [gov.uk](http://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:** we will issue a letter to both current and new holders to confirm the transfer. If you are changing address we will need to send this letter to your new address; therefore please tell us your new address in a separate letter.

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 (you do not have to provide a signature as well)

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). An agent acting on behalf of an applicant is NOT a relevant person.

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, then fill in the details below (you do not have to provide a signature as well)

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





## 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:

Email: PSC@environment-agency.gov.uk

Or

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

£ \_\_\_\_\_

## APPENDIX 2

### Summary Environmental Management System

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## PROCEDURES DIRECTORY

TITLE OF PROCEDURE
<b>1. Implementation</b>
1.1. Environmental Training, Awareness and Competence
1.2. Reviewing Documentation 1.2.1 Register of Legislation and other Obligations
<b>2. Operational Control</b>
2.1. Fuel and Oil Storage
2.2. Refuelling of Plant Vehicles on Site
2.3. Traffic Management
2.4. Housekeeping, Litter, Pest and Vermin Control
2.5. Noise Control
2.6. Site Security
2.7. Reporting and Investigation of Accident, Incident and Complaint 2.7.1.Key Contacts
2.8. Mud and Debris
2.9. Odour
2.10. Maintenance
<b>3. Waste Acceptance</b>
3.1.Waste Acceptance Criteria
<b>4. Emergency Provisions</b>
4.1. Fire
4.2. Flood Management
4.3. Spill Response
4.4. Utility Failure

FORMS
A: Environmental Training Record
B: Environmental Training Checklist
C: Accident / Incident Report Form
D: Complaints Record
E: Maintenance Checklists

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## APPENDIX 3

Evidence of technically competent management



# WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: 0663

## CERTIFICATE OF TECHNICAL COMPETENCE

*This Certificate confirms that*

**Thomas Gareth Pugh**

has demonstrated the standard of technical competence required for the management of  
a facility of the type set out below

*Facility Type:*

**Managing Treatment Operations**

**Clinical or Special Waste (Level 4) - TMS4**



Authorising Signatures:

Director General

Director

Date of issue:

**14 December 1998**



# WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: 4171

## CERTIFICATE OF TECHNICAL COMPETENCE

*This Certificate confirms that*

**Thomas Gareth Pugh**

has demonstrated the standard of technical competence required for the management of  
a facility of the type set out below

*Facility Type:*

**Managing Landfill Operations :**

**Special Waste (Level 4) - LS4**



Authorising Signatures:

Director General

Director

Date of issue:

*[Signature]*  
*[Signature]*  
10 January 2002





# WAMITAB

Waste Management Industry  
Training and Advisory Board



The Chartered Institution  
of Wastes Management

Certificate No. CCC4565

## Continuing Competence Certificate

**This certificate confirms that  
Thomas Gareth Pugh**

**Has met the relevant requirements of the Continuing Competence scheme for the  
period between 1 March 2012 to 28 February 2014 for the following award(s):**

LH      Landfill - Hazardous Waste  
TMH     Treatment - Hazardous Waste

**Awarded: 06/08/2012**

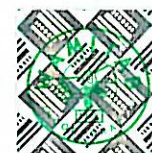
**Authorised**

**WAMITAB Chief Executive Officer**

**CIWM Chief Executive Officer**

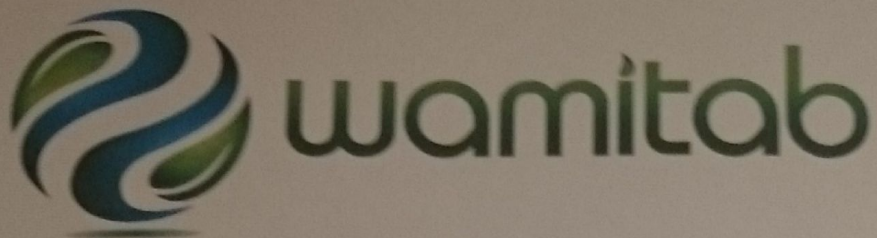


*This certificate needs to be renewed during the period  
between 1 March 2014 and 29 February 2016*



00023511





Certificate No. CCC11757

## Continuing Competence Certificate

This certificate confirms that

**Thomas Gareth Pugh**

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 01/03/2016

LH Landfill - Hazardous Waste  
TMH Treatment - Hazardous Waste

Awarded: 01/03/2016

Expiry Date:  
01/03/2018

Authorised

A handwritten signature in black ink, appearing to read "D. Jones".

WAMITAB Chief Executive Officer

A handwritten signature in black ink, appearing to read "J. Pugh".

CIWM Chief Executive Officer



The Chartered Institution  
of Wastes Management



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