



Mr Alan Potter

Sweethayes Farm
London Road
Hurst Green
TN19 7PS

Our Ref: EA/EPR/HB3900TY/A001

Date: 22 October 2019

Dear Mr Potter

Pre application checks – Basic service

I am pleased to provide you with your basic level of pre application advice for Beyond Waste Ltd as requested.

As part of this service we have provided you with the following information:

Application Reference number	EA/EPR/HB3900TY/A001
Habitats screening	Results Identified – You have requested pre-application advice in regards to Standard Rules 2015 no.39, however due to the proximity of Ancient woodland (less than 50m from the edge of the site plan), a bespoke permit would need to be applied for. (Please see the separate habitats screening report for more information).
Baseline fee required	Bespoke Permit application: £9,207 - Deposit of waste for recovery. (please see table 1.17 of the charging guide – table reference 1.17.9) Waste Recovery Plan Assessment: £1,231 - Waste recovery plan or variation or revision of a waste recovery plan. (please see table 1.19 of the charging guide – table reference 1.19.1) Total based on information provided: £10,438

Forms required to be submitted	<p>To apply for a bespoke permit you will need to complete the following forms A, B2, B4 and F. (The links below are to the forms and accompanying guidance documents).</p> <ul style="list-style-type: none"> • https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-a-about-you • https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-b2-new-bespoke • https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-b4-new-bespoke-waste-operation • https://www.gov.uk/government/publications/application-for-an-environmental-permit-part-f1-opra-charges-declarations
Additional documents required	<p>Environment Management System</p> <p>We require you to submit a summary of your Environment Management System. Your summary should cover all the points in 'Develop a management system: environmental permits' at https://www.gov.uk/guidance/develop-a-management-system-environmental-permits</p> <p>Non-Technical Summary</p> <p>You need to send us a non-technical summary.</p> <p>Write a summary that explains your application, in non-technical language as much as possible, avoiding technical terms, detailed data and scientific discussion. This should include a summary of your operations (including how waste is handled, treated and stored), a summary of the key technical standards and control measures arising from your risk assessment.</p> <p>Site plan</p> <p>You must send us a site plan that identifies all of the land on which your activities or waste operations, or mining waste operations (including mining waste facilities) (or all both) take place. The site plan should provide a date and a reference and must be drawn accurately to a defined scale. The outline of the site must be clearly marked. It will be helpful if local features are shown on the plan to help us place the site in its local environment.</p> <p>If you are sending us a paper copy of your site plan it must be either A3 or A4 size. Alternatively you can send us an electronic copy on CD or via email.</p> <p>Site-specific risk assessment produced in line with our guidance or equivalent</p> <p>You should describe the environmental risk posed by your proposals. This must take the form of an environmental risk assessment which should follow the methodology set out in 'Risk</p>

	<p>assessments for your environmental permit' at https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit</p> <p>Environmental Setting and Site Design (ESSD) report</p> <p>You must describe the site by developing a conceptual model and include this in your application. You can find the template here: https://www.gov.uk/government/publications/report-template-environmental-setting-and-site-design</p> <p>Site condition report</p> <p>We require a site condition report in line with the H5 Site Condition Report Guidance. This guidance includes a template you can use: https://www.gov.uk/government/publications/environmental-permitting-h5-site-condition-report</p> <p>Waste Recovery Plan</p> <p>You will need to send in a waste recovery plan with your application which addresses the aspects in our guidance: https://www.gov.uk/guidance/waste-recovery-plans-and-permits</p> <p>Technical Competence</p> <p>Appropriate copies of technical competence or written confirmation of being booked on an appropriate technical competence course.</p>
Additional information	<p>Thank you for taking the time to speak to me regarding your pre-application enquiry.</p> <p>If you are the producer or holder of a material and you're unsure whether it's a waste or not, you can use the following guidance to assess the status of your material. A material can include any substance or object.</p> <p>https://www.gov.uk/government/publications/legal-definition-of-waste-guidance/decide-if-a-material-is-waste-or-not</p> <p>We strongly advise that the operator submits a Waste Recovery Plan (WRP) for assessment first before applying for the permit. If the operator decides to submit the WRP to be determined at the same time as the permit, they run the risk of losing their whole permit fee (£9207) if we deem the activity as disposal.</p>

	<p>Please ensure the WRP adheres to the guidance which can be found at: https://www.gov.uk/guidance/waste-recovery-plans-and-permits</p> <p>The above guidance shows operators how they must demonstrate that the activity is recovery and not disposal. We must deem the WRP activity as recovery before an associated deposit for recovery permit application can be considered for issue.</p> <p>If the WRP is deemed as recovery, the applicant must submit it with the fees and application forms.</p> <p>Further Guidance</p> <p>Guidance for the various documents you must submit with your bespoke application can be found at: https://www.gov.uk/guidance/waste-environmental-permits</p> <p>Further guidance on waste codes and their properties can be found using the Technical Guidance WM3 at: https://www.gov.uk/government/publications/waste-classification-technical-guidance</p> <p>Please note: Please ensure all relevant sections of the application forms are completed accurately and all required documents are submitted and fully completed – failure to do so could cause delays in processing and the potential for us retain a portion of the application fee should we need to return the application because it is incomplete. In addition, the F1 declaration must be signed by a relevant person as described in the F1 guidance.</p>
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The advice given is based on the information you have provided, and does not constitute a formal response or decision of the Environment Agency with regard to future permit applications. Any views or opinions expressed are without prejudice to the Environment Agency's formal consideration of any application. Please note that any application is subject to a full technical check during duly making and determination, and additional information may be required based on your detailed submission and site specific requirements.

When you're ready to submit your application please quote the above reference number.

Your completed application can be sent via email to psc@environment-agency.gov.uk

Or by post to

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

A complete application must contain the following information;

Declaration	Please ensure the declaration section is completed by each relevant person. For a limited company, this must be a director/company secretary as listed on Companies House.
Site Plan	Site plan must be clearly marked with the full site boundary
Payment	Please note your application will not be processed until we receive the full payment.

If you decide you would prefer our enhanced service (this service requires a fee) please visit GOV.UK where you can complete an online referral form.

We look forward to working with you on this project.

If you have any questions please find my contact details below.

Yours sincerely,

Tommy Wager
Permitting Officer, National Permitting Service
tommy.wager@environment-agency.gov.uk