APPLICATION NO

CON/2002/8258

LOCATION:
toutley depot Old Forest Road, Wokingham .

APPLICANT:
Environment Agency Waste Licensing Group

PROPOSAL:
Consultation from the Environment Agency on application for fridge storage licence.

EARLIEST DATE FOR DECISION:

APPLICATION WILL HAVE EXPIRED ON:
31/12/2002

CASE OFFICER: **Tanya Davies**

Tel: (0118) 974 6229 (Direct Line)
E-Mail: tanya.davies@wokingham.gov.uk
Date: 12 December 2002
My ref: TD/con/ wml toutley
Your ref: WML 93493

Ms M Wycherley
Waste Licensing
Environment Agency
Swift House, Frimley Business Park
Camberley Surrey GU16 5SQ

Environmental Services Department
Planning Services
P.O. Box 157
Shute End, Wokingham
Berkshire RG40 1WR
Fax: (0118) 974 6484
Minicom No: (0118) 974 6991
DX: 33506 – Wokingham

Dear Ms Wycherley

Environmental Protection Act 1990 Section 36

Application for Waste Management Licence: SITA UK Limted, Toutley Depot, Old Forest Road, Wokingham.

WML 83493

Thankyou for consulting on this waste management licence application.

I can confirm that the Depot has planning permission for storage purposes and is an acceptable location to store 'fridges prior to the Ozone Depleting Substances being removed and the various components being recycled. However if it is proposed to undertake any form of recycling or treatment on site, this is not covered by existing permission and will require a planning application to be submitted.

I would be grateful if you would send me a copy of the waste management licence when it is issued.

Please contact Tanya Davies with any queries.

Yours faithfully

Trevor Watson
Development Control Manager

Tel: 0118 974 6315 (Direct Line)
Fax: 0118 974 6313
Email: mark.moon@wokingham.gov.uk
Date: 17th February 2003
My ref: MM/sb/TW/2002/8258/TD

WOKINGHAM UNITARY
Aiming for Excellence

Director of Environmental Services
Environmental Services Department
P.O. Box 153
Shute End, Wokingham
Berkshire RG40 1WL
Tel: (0118) 974 6000
Minicom No: (0118) 977 8909
DX: 33506 – Wokingham

Cllr J L Earnshaw
WDC

Dear Jack

ENVIRONMENTAL PROTECTION ACT 1990 SECTION 36
APPLICATION FOR WASTE MANAGEMENT LICENCE: SITA UK LIMITED, TOUTLEY DEPOT, OLD FOREST ROAD, WOKINGHAM

I refer to the above matter and recent emails together with your formal complaint dated 9th February 2003

I have now had the opportunity of investigating your complaint and would respond as follows:.

The matter in question relates to a consultation that was received from the Environment Agency. They are the Waste Management Licensing Authority and control matters relating thereto. As part of the consideration of a licence application the Agency need to be clear on the permitted planning use of the property in question. This was the purpose of the consultation. The site in question has permission for depot/storage uses and therefore this Authority's response was to confirm the position. My understanding is that the licence is required as fridges now represent controlled waste under the terms of the Environmental Protection Act.

The licence application sought permission for 'the storage of redundant fridges' on a small section of the site. I attach a copy of the submitted plan identifying the area in question for your information. The fridges will be stored in this location prior to being despatched to a registered site where the ozone depleting substances will be removed and the components recycled.

No permission was being sought under the licence application for any recycling of components or removal of ozone depleting substances. Such activities would not only require specific licensing but would also require planning permission. In the Authority's response to the Environment Agency the permitted use of the site was confirmed and the need for a further planning permission, should any recycling be proposed, was made clear. The consultation process under such a licence application does not allow for any expression of opinion such as support or objection, it is purely to confirm the current planning status of the land in question.

Cont/.

In the past such consultations have not been formally registered on the planning database as they are not planning applications. This consultation was registered on the system in the interest of completeness and, therefore, the item also became listed on the weekly list. I understand that it was registered under the incorrect ward, please accept my apologies.

The time period in which the Authority had to comment was a period of 28 days from 3 December and therefore a response confirming the planning status of the site was sent within this time. It appears from my investigation that the item was only registered on the database after this time and I accept that this has compounded matters.

Whilst I appreciate your comments in respect of wishing to list the consultation, the Planning Authority has no jurisdiction in respect of the matter for the reasons set out above.

With respect to other matters, I am sorry that Trevor did not respond to your email as promptly as I would wish. I am afraid that the whole of the DC section are very heavily worked at the moment, with Trevor having to cover for the two senior posts that will be filled later in the year.

I hope that this letter provides you with sufficient information to deal with your complaint. However, if you wish to discuss the matter further then please give me a ring.

Yours sincerely

Mark Moon
Director of Environmental Services (Acting)

Encs.

cc: Cllr Keith Malvern
Cllr Ray Eke
Trevor Watson

From: jack.earnshaw [SMTP:jack.earnshaw@ntlworld.com]
Sent: 09 February, 2003 9:01 PM
To: Trevor Watson
Cc: Mark Moon; Keith Malvern
Subject: RE: CON/2002/8258

Trevor,

I finally received a response from Tanya Davies - but this was totally unacceptable. It just stated that this was not an application but a consultation/notification. As there was urgency, and the item wasn't controversial a reply had already been sent. Hence an item, of importance in my ward has been determined without an opportunity for me to have an input

Please can you investigate
- Why was the consultation sent to the wrong parish/members (the ward was stated as Winnersh, not Emmbrook)
- why was a response sent before responses were received
- who determines that the matter doesn't raise major planning issues (as stated in the response)
- why wasn't it treated as any other application - with letters to ward councillors, time limit to respond etc
- why did you not respond to my email requesting assistance in Tanya's absence
- why was there such a long gap, in time, between notifications of planning applications so that I was already "out of time" when I became aware of this issue

Please note that I have copied this to Mark Moon as a formal complaint about the Development Control service

Mark,
will you institute the necessary investigation

-----Original Message-----
From: jack.earnshaw [mailto:jack.earnshaw@ntlworld.com]
Sent: 29 January 2003 22:40
To: Trevor Watson
Subject: RE: CON/2002/8258

In the absence of Tanya, will you commit to the extension of time for consultaiton / listing as stated in my email

Tanya Davies

From: Tanya Davies
Sent: Wednesday, February 05, 2003 11:08 AM
To: 'jack.earnshaw@ntlworld.com'
Cc: 'Keith Malvern'; 'Prue Bray'; Trevor Watson
Subject: RE: CON/2002/8258

Councillor Earnshaw

Thankyou for your message about Toutley Depot. I apologise for the mistake on the applications list, the Depot is as you state in Emmbrook rather than Winnersh.

This wasn't a planning application, it was a consultation/ notification from the Environment Agency for a change to the existing waste management license for the site. According to our records notification letters were sent to all the local Councillors on 3 December, however after speaking to Cllr Malvern yesterday it appears that he didn't receive a letter either. I'm sorry about this, I have checked with our admin section and there doesn't seem to be any obvious explanation for these letters going astray.

The consultation didn't raise any planning issues and needed to be returned quite quickly, so we responded before Christmas. As it wasn't a major type of development it is not the sort of thing that would be reported to Committee.

Best wishes

Tanya Davies

Tanya Davies
Senior Minerals & Waste Officer
Wokingham District Council

Tel: 0118 974 6229
Fax: 0118 974 6484

-----Original Message-----
From: jack.earnshaw [SMTP:jack.earnshaw@ntlworld.com]
Sent: Wednesday, January 29, 2003 8:43 PM
To: tanya.davies@wokingham.gov.uk
Cc: Keith Malvern; Prue Bray; Trevor Watson
Subject: CON/2002/8258

In the latest list of applications - for 2-Dec-2002 to 17-Jan-2003, there is an application listed under Winnersh. This relates to the Toutley Depot which is clearly in Emmbrook Ward, Wokingham.

I did not receive a notification of this application and, in fact, this was the first I had heard of this application.

With such a failure of the process to correctly notify interested parties of this application, I presume that you will provide an extension of the date for objections and for it to be called in.

Please accept this email as notice that I wish this application to be "listed" for determination by the Development Control Committee (unless it is to be refused) on the grounds of

- Disturbance to residents from the noise of lorries
- Previous non-compliance with landscaping conditions
- Operator does not have planning permission to operate from this site

Jack Earnshaw
Member for Emmbrook

Tanya Davies

From: Miranda Wycherley [miranda.wycherley@environment-agency.gov.uk]
Sent: Thursday, December 12, 2002 3:04 PM
To: tanya.davies@wokingham.gov.uk
Subject: Re: WML 83493: Toutley Depot

The application is for storage only. No reprocessing is allowed.

Hope this is OK,

Miranda Wycherley

****
This message is confidential as it contains information about the person we are sending it to. If you have received this message by mistake, please delete it and do not copy it to anyone else.

If this message contains information that you have requested from us please see our standard notice for details of how you may use that information. If the notice is not attached and you require a copy please telephone 0845 9333111 and ask for the customer contact.

For further information about the Environment Agency call the number above or look at our web site at http://www.environment-agency.gov.uk

****

Tanya Davies

From: Tanya Davies
Sent: Thursday, December 12, 2002 2:03 PM
To: 'miranda.wycherley@environment-agency.gov.uk'
Subject: WML 83493: Toutley Depot

Importance: High

Thanks for consulting us on this.

Can you confirm if the application for the licence is for fridge storage only, or will they actually be doing the recycling there aswell?

Basically the depot has planning permission for storage but not waste recycling/processing.

Cheers Tanya

Tanya Davies
Senior Minerals & Waste Officer
Wokingham District Council

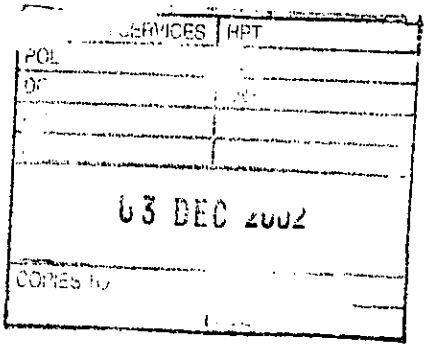
Tel: 0118 974 6229
Fax: 0118 974 6484

CON/2002/8258

Our Ref: WML 83493
Your Ref:

2nd December 2002

ENVIRONMENT AGENCY



Wokingham District Council
Planning Department
Shute End
Wokingham
Berkshire RG40 1WQ

Dear Sir ,

Environmental Protection Act 1990 Section 36 –. Fridge storage waste management licence. Sita UK Limited for Toutley Depot, Old Forest Road, Wokingham, Berkshire, RG11 5QP

I enclose details and appropriate documents in respect of the application for a fridge storage licence for the above site.

It is my intention to issue the licence subject to any representations you may wish to make during the next 28 days.

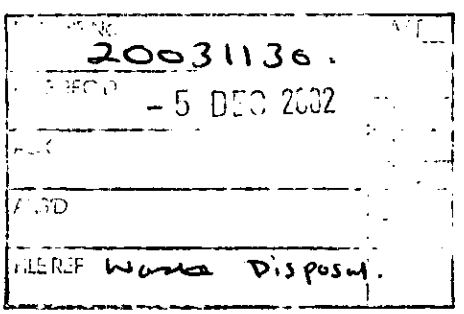
* Before Christmas.

Yours faithfully,

MWycherley

Miranda Wycherley
Licensing Officer

@env-agency.gov.uk



P.B.

Miranda.w

passed over by Pete Bavey & Steve.

The Environment Agency
Waste Licensing Group, Swift House, Frimley Business Park, Camberley, Surrey, GU16 5SQ.
Telephone No. 01276 454384. Fax: 01276 454308.

ENVIRONMENTAL PROTECTION ACT 1990

WASTE MANAGEMENT LICENCE

LICENCE REF: EAWML 83493 **FACILITY TYPE:** A20

The Environment Agency, in pursuance of the Part II of the Environmental Protection Act 1990, hereby grants a waste management licence authorising the keeping and treating of controlled waste on land specified in schedule 1 to this licence to **SITA UK Limited** whose registered office is at **The Pickeridge, Stoke Common Road, Fulmer, Bucks, SL3 6HA,** Company Registration Number **2291198,** that person being in occupation of the said land, the said licence being subject to the conditions specified in Schedule 2 to this licence

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

SCHEDULE 1 – SPECIFIED LAND
The licence relates to the land at **Toutley Depot, Forest Road, Wokingham, Berkshire, RG40 5QP** (herein after called 'the site') shown edged in red on Plan Reference Number (no reference) dated October 2002 and attached to this licence.

Signed:

Chris Hazelton, Environmental Management Team leader Section 1 (Berkshire & Hampshire)

Dated:

FOR ENVIRONMENT AGENCY OFFICIAL USE ONLY

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED IN THE NOTES AT THE END OF THIS LICENCE

Environment Agency, Swift House, Frimley Business Park, Camberley, Surrey, GU16 7SQ
Tel: 01276 454300

SCHEDULE 2 3

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DRAFT

Explanatory Note:

This standard licence is for the pre-destruction treatment and storage of refrigeration equipment. This can include fridges and also other refrigeration equipment.

The conditions (see tables 1.1 and 5.1) require the removal of foodstuffs and loose material, cleaning, removal or securing of doors (this is defined as pre-treatment) before the fridge is put into storage. The storage prior to pre-treatment and the pre-treatment operation itself is required to be undertaken on a impermeable surface (table 1.1), once the pre-treatment has been undertaken, the fridge can be moved to hardstanding for short term storage (less than 12 months).

Where the fridges are stored for a period of time greater than 12 months, there is a requirement to drain the compressor of refrigerant and lubricating oil (see section 6). This drainage operation is required to be undertaken on a impermeable surface (see table 1.1)

SCHEDULE 2

1 General considerations

1.1 Specified waste management operations

1.1.1 No waste management operations shall be authorised by this licence unless:

(a) specified in and undertaken in accordance with the limitations in the following table; or

(b) otherwise required by the conditions of this licence as being an integral part of those operations;

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
R 13 Storage of wastes pending any of the operations numbered R 1 to R 12 (excluding temporary storage, pending collection, on the site where it is produced)	Waste refrigeration equipment pending inspection and processing in accordance with condition 5.1.2	i) Storage prior to pre-treatment of waste refrigeration equipment shall be undertaken on impermeable pavement provided in accordance with condition 2.1 ii) Free storage shall not exceed a maximum storage height of 3.5 metres or 2 fridge units high
R 4 Recycling / reclamation of metals and metal compounds	Waste refrigeration equipment	i) All treatment and pre-treatment of refrigeration equipment shall be undertaken on impermeable pavement provided in accordance with condition 2.1
R 13 Storage of wastes pending any of the operations numbered R 1 to R 12 (excluding temporary storage, pending collection, on the site where it is produced)	Waste refrigeration equipment which has been processed in accordance with condition 5.1.2	i) Stored on areas of hardstanding or impermeable pavement provided in accordance with condition 2.1. ii) Stored for a maximum of 12 months unless processed in accordance with condition 6.1.1 iii) Free storage shall not exceed a maximum storage height of 3.5 metres or 2 fridge upright units high iv) Palletised or racked storage individual storage shall not exceed a maximum height of 3.5 metres or 2 fridge units high per pallet or shelf

Note: References in the first column to classifications of specified waste management operations using 'D' and 'R' codes are as listed in Annex IIA and Annex IIB of Council Directive 75/442/EEC of 15th July 1975 on Waste (as amended)

1.6 **Maintenance of financial provision**

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

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

1.7.1 The following information shall be notified in writing within 5 working days to the Agency: [note: delete as appropriate]

(a) [where the Licence Holder is a registered company:

i any change in the Licence Holder's trading name, registered name or registered office address;

ii any steps taken with a view to the Licence Holder going into administration, entering into a company voluntary arrangement or being wound up;

iii the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder);] or

1.8 **Notification of preparatory works**

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

1.9 **Notification of commencement, cessation and resumption of waste storage operations**

Specified waste management operations

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

Cessation and resumption of specified waste management operations

1.9.2 In the event that the site ceases receiving wastes for longer than 21 days then within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of resumption. In the event that it is intended that the site shall recommence receiving wastes sooner than the notified date then they shall give the Agency not less than 7 days prior notice in writing.

Draft

1.10 **Notifications and submissions to Agency**

1.10.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:

(a) shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;

(b) shall quote the licence reference number and the name of the Licence Holder.

Draft

2 Site engineering for pollution prevention and control

2.1 Site Surfacing and drainage

Provision and maintenance of site surface

2.1.1 Waste shall only be deposited, stored, treated or otherwise handled in any area of the site, where the appropriate site surface for that area is provided in accordance with condition 2.1.2 and Table 1.1

2.1.2 The site surface shall be designed, constructed, inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose, and, where provided, to meet the standards specified in Table 2.1 below.

Table 2.1 Site containment and drainage standards

Type of Site Surface and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
a) Hardstanding	Areas of hardstanding shall be constructed of granular material (e.g. crushed stone, aggregate, road planings or other similar material) and maintained such that the working surface: i) shall remain even ii) shall not be subject to settlement iii) shall not be subject to rutting by vehicles even when wet iv) shall have sufficient durability to allow cleaning for example by scraping shall remain free of standing water.
b) Impermeable pavement, bunding and sills	Areas of impermeable pavement, bunding and sills shall be constructed and maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.
c) Sealed drainage systems	Drainage to areas of impermeable pavement shall be provided by a sealed drainage system, that is comprised of a drainage system with impermeable components which does not leak and which will ensure that :- ▪ no liquid will run off the pavement otherwise than via the system; and ▪ except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump. i) sealed sumps shall be inspected no less frequently than daily and after rain, emptied when the collected liquids reach 80% of its capacity as measured using a dipstick or equivalent gauge, and constructed and maintained so as to collect and contain all liquids which run off the pavement; ii) Inspections and emptying of sealed sumps shall be recorded in the site diary. iii) Uncontaminated drainage from clean yard areas shall be kept separate and discharged to either surface water or sewer or watercourse or soakaway.
d) Covered buildings or roofed areas	Where wastes are stored in a building or roofed area: i) The building or roofed area shall be designed, constructed and maintained to prevent ingress of rain and surface water. ii) Roof water shall be kept separate from contaminated water and other liquids and shall be discharged to either surface water or a sewer or a water course or a soakaway.

Type of Site Surface and Drainage		Minimum Specified Standards of Design, Construction and Maintenance
e)	Fixed bays and other fixed containers	All fixed bays and other fixed containers used for the storage and treatment of wastes must be constructed and maintained to a standard which is fit for purpose.
f)	Storage areas for skips, drums and other mobile tanks and containers	All skips, drums and other mobile tanks and containers having individual capacities of greater than 10 litres which are used for the storage and treatment of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.
g)	Inspection and maintenance of engineered containment	All areas of hardstanding, impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips, drums and other mobile tanks and containers: i) shall be inspected no less frequently than monthly, to ensure the continuing integrity and fitness for purpose of their construction, and the inspection and any necessary maintenance shall be recorded in the site diary; and ii) in the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification.

Draft

Construction quality assurance of new site containment and drainage systems

2.1.3 No wastes shall be deposited, stored, treated or otherwise handled in any area for which an engineered site containment and drainage system is to be newly constructed to meet the requirements of this condition unless:

(a) details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;

(b) the engineered site containment and drainage system has been constructed in accordance with the other requirements of condition 2.1;

(c) the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency, and the Agency has confirmed in writing that it has no objection to the placement of wastes on that containment area.

Construction quality assurance of existing site containment and drainage systems

2.1.4 No wastes shall be deposited, stored, treated or otherwise handled in any area for which a previously constructed and existing engineered site containment and drainage system is being used to meet the requirements of this condition unless:

(a) details of the construction and maintenance of the engineered site containment and drainage system have been submitted in writing to the Agency and acknowledged in writing by the Agency;

(b) the existing engineered site containment and drainage system shall be demonstrated to be fit for purpose in that:

i areas of impermeable pavement are laid to take the weight of relevant vehicles, plant and equipment without cracking or breaking; and

ii areas of impermeable pavement are free from cracks which could reduce impermeability; and

iii areas of impermeable pavement are resistant to mechanical, physical and chemical stresses to which they may be subjected; and

(c) areas of impermeable pavement fall towards the drainage system to prevent ponding; and

i no liquid will run off areas of impermeable pavement other than via the drainage system; and

ii the drainage system is sealed so that it does not leak and is capable of collecting and containing liquids draining from the impermeable pavement ; and

iii liquid from the drainage system is disposed of to an approved discharge.

(d) the existing engineered site containment and drainage system shall be maintained in accordance with the requirements of Table 2.1.

3 Site infrastructure

3.1 Provision of site identification board

3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.

3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect, the board shall be repaired or replaced within 1 week.

3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:

(a) Site name and address;

(b) Licence Holder name (company name, not individual name unless justified as necessary);

(c) Operator name (company name, not individual name unless justified as necessary);

(d) Licence number;

(e) Emergency contact name and telephone number;

(f) Statement that the site is licensed by the Environment Agency;

(g) Agency national numbers, for General Enquiries (**0845 933 3111**) and Emergencies (**0800 807060**), or as subsequently notified in writing by the Agency;

(h) Days and hours site is open to receive waste, which information shall be in accordance with the relevant planning permission.

3.2 Site security

3.2.1 Site security systems shall be provided at all times during the subsistence of this licence, the objective of which shall be to prevent access by humans, and livestock, which is not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance with the requirements specified in Table 3.2:

Table 3.2 Site security system standards

Site security system	Specified standards
Timetable of provision	Site security shall be provided prior to commencement of the specified operations.
Design standards	Unless otherwise agreed in writing by the Agency, this shall consist of a chainlink security fence at least 1.8 metres high around the perimeter of the site, which shall meet the standards specified in British Standard BS1722, or an agreed alternative, and shall have a lockable gate to at least the same height and standard at the site access.
Operational standards	The site shall be kept closed and secure at all times when unattended.
Maintenance standards	The site security shall be fully inspected at the commencement of each working day. Any defects or damage shall be made secure by temporary repair by the end of the working day, and shall be repaired within 5 working days of the damage being detected. All inspections, defects, damage and repairs shall be recorded in the site diary.

4 Site operations

4.1 Control of mud and debris and loose waste

Prevention of mud, debris and loose waste on road

4.1.1 Whenever the site is receiving or despatching wastes, measures shall be provided, operated and maintained, with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access.

4.1.2 All vehicles leaving areas of the site which are operational or upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that their loads are secure.

Remediation of mud, debris and loose waste on road

4.1.3 In the event that mud, debris or loose waste arising from the site is deposited or tracked onto public areas outside and in the vicinity of the site, the following remedial measures shall be implemented immediately:

(a) the affected public areas outside the site shall be cleaned

(b) traffic shall be isolated from sources of mud, debris and loose waste within the site to prevent further tracking, and measures shall be taken to clear any such sources as soon as practicable.

4.2 Leaks and spillage

Potentially polluting leaks and spillage from vehicles, plant and equipment

4.2.1 All plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillage of wastes.

Potentially polluting leaks and spillage from tanks, drums and other mobile containers

4.2.2 Each tank, drum or other mobile container used to hold wastes permitted under condition 1.2, shall be, while on the site:

(a) loaded and unloaded;

(b) filled and emptied;

(c) clearly and unambiguously labelled regarding its contents, unless the contents are clearly identifiable by visual inspection;

(d) inspected and maintained according to documented and recorded maintenance schedules and procedures;

(e) in the event of damage or deterioration to a container that is, or is likely to cause, a leak, that container shall be repaired or replaced immediately;

in accordance with the standards specified in Table 4.2 below.

Control and remediation of leaks and spillage

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

Table 4.2 Standards for prevention and control of leaks and spillages

Action		Specified standards
a)	Loading and unloading waste refrigeration equipment	i) Loading and unloading of waste refrigeration equipment shall be undertaken in a manner to prevent damage.
b)	Inspection and maintenance of containers	i) Containers for storage of refrigerants and compressors shall be inspected daily for leaks. ii) Containers found to be leaking either shall be immediately transferred to a larger over-container or shall have their contents immediately transferred to an alternative container.
c)	Control and remediation of leaks and spillage	i) Minor spillage shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids. ii) Where major spillage occur which are causing or are likely to cause polluting emissions to the environment: • immediate action shall taken to contain the spillage and prevent liquid from entering surface water drains, water courses and unsurfaced ground; • the spillage shall be cleared immediately and placed in alternative sealed containers; • the Agency shall be informed immediately.

4.3 Fires on the site

Prohibition of fires on site

4.3.1 No wastes shall be burned on the site.

Actions to be taken in the event of a fire

4.3.2 In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the following actions shall be implemented immediately and recorded in the site diary:

(a) the Agency shall be informed immediately of the fire; and

(b) so far as practicable, contaminated site drainage shall be prevented from entering any surface water drain or water course or unsurfaced ground.

5 Waste acceptance and control procedures

Waste acceptance procedures

5.1.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with the standards specified in Table 5.1 below.

Waste control procedures

5.1.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with the standards specified in Table 5.1 below.

Waste despatch procedures

5.1.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with the standards specified in Table 5.1 below.

Table 5.1 Standards for waste acceptance and control procedures

Stage of Waste Handling	Specified standards
a) Waste inspection	All waste refrigeration equipment received at the site: i) shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation; ii) shall be kept separate from and shall not be mixed with other waste refrigeration equipment until they have: ▪ been confirmed and recorded for acceptance at the site, ▪ been processed in accordance with (b) below.
b) Refrigeration unit Pre-treatment	Unless previously undertaken, all waste refrigeration equipment received at the site,: i) shall be pre-treated within 24 hours of acceptance. ii) where the refrigeration equipment is in a poor state of repair or subject to further dismantling, the cooling system shall be drained of all gasses and compressor oil in accordance with table 6.1; iii) unless stored in an enclosed building, shall have the door removed; or iv) the door seal and latch removed or rendered inoperative and the door adequately secured to prevent unauthorised opening.
c) Fridge Dismantling	The dismantling of the fridge carcass into panels for storage shall only be undertaken in accordance with a written method statement which shall include: i) an assessment of the amount of 'controlled substance' released, ii) precautionary measures taken to minimise the release of 'controlled substance', iii) proposed equipment and techniques. The written method statement shall be approved in writing by the Agency before any dismantling takes place.

Table 5.1 Standards for waste acceptance and control procedures			
Stage of Waste Handling		**Specified standards**	
d)	Quarantine storage and rejection of wastes	i)	Any non-permitted waste which is detected after acceptance at the site, shall be quarantined immediately in clearly designated areas and the Agency shall be informed immediately;
		ii)	quarantined wastes shall be removed from site within 14 days;
		iii)	a record shall be kept in the site diary of all rejected wastes.
e)	Inspection of wastes for despatch	i)	All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
f)	Identification of wastes	i)	Storage areas and containers shall be clearly defined and labelled to identify the wastes stored within them.

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6 Long term storage provisions

Refrigerant and Compressor Oil Removal

6.1.1 Refrigeration units shall not be stored for greater than 6 months unless the refrigerant and lubricant has been removed;

(a) in a manner to ensure fugitive emissions from the degassing of the refrigeration cooling system are collected and.

(b) in accordance with table 6.1 below;

Table 6.1 Refrigerant removal and lubricant removal

Stage of treatment process	Specified standards
a) Removal of refrigerant and lubricant	Drainage of the refrigeration cooling system shall be undertaken in a manner that: (a) Results in removal of 99% of the oil and refrigerant from the cooling circuit and compressor being collected and stored in a sealed container
b) Processing of lubricating oil	Upon removal of compressor oil from the cooling system: (a) The compressor oil shall be processed to ensure that the concentration of refrigerant in the oil is <0.9% w/w; or (b) It shall be placed immediately in a suitable sealed container to prevent fugitive emission of controlled substances
c) Removal of compressor	Following the drainage of the cooling system the compressor unit shall be removed from the refrigerator unit and placed into a sealed container

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6.2 Removal of residual wastes from site

6.2.1 All wastes produced as a result of treatment or pre-treatment at the site shall be stored, handled, kept and recorded in accordance with the standards specified in Table 6.2 below.

Table 6.2. Permitted quantities of residual waste

Limits on waste storage	Permitted Waste Categories (equivalent European Waste Catalogue No given in brackets)	Maximum Permitted Quantities for each waste category	Maximum Permitted storage times for each waste category
i) Compressor oil	13 02 08* other engine, gear and lubricating oils	nil	nil
ii) Refrigerants	14 06 01* Chlorofluorocarbons, HCFC, HFC	nil	nil
iii) HC refrigerants	14 06 03* other solvents and solvent mixtures	nil	nil
iv) Ferrous metal	19 10 01iron and steel waste	nil	nil
v) Non-ferrous metal	19 10 02 non-ferrous waste	nil	nil
vi) Loose material shall be stored in suitable containers provided in accordance with condition 2.1.	19 12 12 – other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11	1 tonne	3 months
vii) Food wastes shall be placed into bags and stored in suitable containers provided in accordance with condition 2.1.	19 12 12 – other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11	1 tonne	7 days

6.2.2 In the event that the specified waste management operations on the site cease and the Agency has reasonable grounds to believe that they will not be resumed within 2 months, then, notwithstanding the operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, cleaning of plant, equipment and engineered containment used in the specified waste management operations, and emptying of any sealed sumps or interceptors.

7 Amenity management and reporting

7.1 Monitoring and control of odorous emissions

7.1.1 Throughout the operational life of the site, measures to monitor, control and minimise the emission of odours from the site shall be carried out to meet the standards specified in Table 7.1. Such measures shall prevent releases in such quantities or concentrations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

Table 7.1 Standards for monitoring and control of emissions of odours

a)	Monitoring of odorous emissions	i) Olfactory monitoring of aerial emissions from the site shall be carried out: • by the site manager or supervisor, at least twice per day, at the site boundary (**licensed area**) situated downwind of the waste operations, and shall be recorded in the site diary; and • by site staff supervising individual waste handling operations, during the carrying out of those operations.
b)	Odorous emissions action plan	i) On detection or notification of aerial emissions of odour that are or are likely to be transported beyond the site boundary, at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, immediate action to be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste. ii) The incident and the remedial action shall be recorded in the site diary.

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

7.2 Monitoring and control of pest infestations

7.2.1 Throughout the operational life of the site, measures to control and minimise pests on the site shall be carried out, in accordance with the standards specified in Table 7.2. Such measures shall prevent pest infestations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

Table 7.2 Standards for monitoring and control of pest infestations

		Specified standards
a)	Monitoring of pest infestations	i) An inspection of stored wastes for pest infestations shall be carried out at least at weekly intervals by the site supervisor, and shall be recorded in the site diary.
b)	Pest infestations action plan	i) On detection or notification of pest infestations, immediate action shall be taken to secure the attendance of a professional pest control contractor, to eliminate the pest infestation. ii) The incident and the remedial action shall be recorded in the site diary.

7.3 **Control of litter**

7.3.1 Measures shall be implemented and maintained throughout the operational life of the site to prevent the escape of litter from the confines of the site.

7.3.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable and no later than 1 hour after the end of the working day.

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8 Site records

8.1 Security and availability of records

Security of records

8.1.1 All records which are required to be made under the conditions of this licence shall be maintained and kept secure from loss, damage or deterioration, and shall be kept in accordance with the requirements specified in Table 8.1 below.

Availability of records

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

Table 8.1 Standards for keeping of site records

Site records	Specified standards
Wastes accepted at the site; Wastes rejected. Wastes despatched from the site; Site diaries.	1. All records shall be stored either: a) on paper in a secure cabinet or cupboard; or b) on computer disc with a back up copy. 2. Records shall be kept for a minimum of two years.

8.2 Records of waste movements

Recording of wastes accepted and removed

8.2.1 A record shall be kept of each load of waste accepted and each load of waste removed from site. This record shall include the following details:

(a) Loads accepted:-

- **i** unit types and quantities (numbers) and whether units contain refrigerant and/or compressor
- **ii** date and time received
- **iii** date processed in accordance with table 5.1(b)

(b) Loads removed:-

- **i** unit types and quantities (numbers) and whether units have been drained or otherwise processed
- **ii** loose material removed during processing (tonnes)*
- **iii** refrigerant (Kg)*
- **iv** compressor oil (litres)*
- **v** date and time removed*

*If removed from units whilst in storage.

Summary records of wastes accepted and removed

8.2.2 A summary record of the waste types and quantities accepted and removed from the site shall be made for each quarter and shall be submitted to the Agency within 1 month following the end of the quarter.

8.3 **Site diary**

8.3.1 A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Agency. This shall include a record of the following events, in accordance with the other conditions of this licence:

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

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

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9 # Interpretation

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

"accepted"

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

"authorised officer of the Agency"

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

"chlorofluorocarbons"

(CFCs) means the controlled substances listed in Group I of Annex I of Regulation (EC) No 2037/2000 of the European Parliament and of the Council of 29 June 2000 on substances that deplete the ozone layer, including their isomers.

"controlled substances"

means chlorofluorocarbons, other fully halogenated chlorofluorocarbons, halons, carbon tetrachloride, 1,1,1-trichloroethane, methyl bromide, hydrobromofluorocarbons and hydrochlorofluorocarbons, whether alone or in a mixture, and whether they are virgin, recovered, recycled or reclaimed. This definition shall not cover any controlled substance which is in a manufactured product other than a container used for the transportation or storage of that substance, or insignificant quantities of any controlled substance, originating from inadvertent or coincidental production during a manufacturing process, from unreacted feedstock, or from use as a processing agent which is present in chemical substances as trace impurities, or that is emitted during product manufacture or handling,

"engineered"

for works specified in these conditions, means carried out and completed using the relevant engineering process specified in these conditions;

"engineering"

for engineering works specified in these conditions, means the relevant process of design, construction or installation, quality assurance or validation or commissioning specified in these conditions;

"hydrochlorofluorocarbons"

(HCFCs) means the controlled substances listed in Group VIII of Annex I of Regulation (EC) No 2037/2000 of the European Parliament and of the Council of 29 June 2000 on substances that deplete the ozone layer, including their isomers,

"hydrobromofluorocarbons"

means the controlled substances listed in Group VII of Annex I of Regulation (EC) No 2037/2000 of the European Parliament and of the Council of 29 June 2000 on substances that deplete the ozone layer, including their isomers,

"immediately"

for carrying out of actions under the conditions, shall mean without delay and within a reasonable time, taking into account any more immediate direct action necessary to prevent or minimise risk to human health and the environment. For carrying out notifications to the Agency, shall also mean by the fastest effective means available (for example, telephone) and confirmed in writing within 1 working day (or such other time as may be agreed by the Agency within the conditions);

"loose material"

includes shelves, baskets and internal doors (where practicable) etc;

"maintenance"

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

"ozone depleting substances"

(ODS) see 'controlled substances'

"pre-treatment"

includes the removal of foodstuffs and loose material, cleaning, removal of doors. Pre-treatment does not include any processes for the separation of foam from other materials.

"probability"

means the quantified expression of chance, denoted either as:

- the ratio or percentage of the occurrence of a particular event as one among a number of possible events;
- or as the frequency of occurrence of a particular event in a given period of time;

"received"

for waste being delivered to the site, shall mean delivered to the site and undergoing the waste acceptance procedures, including storage of those wastes during those procedures prior to acceptance of the waste;

"refrigerant"

see "controlled substances"

"relevant offences"

are offences within the meaning of regulation 3 of the Waste Management Licensing Regulations 1994 or any statutory provisions or regulations amending or replacing them;

"risk"

means a combination of the ***probability*** *and* ***consequences*** *of occurrence of a defined* ***hazard****;*

- **evaluation of the potential** magnitude **of those consequences and the** probability **of their occurrence;**

"sealed container"

means a container which does not permit either the ingress or egress of liquids, or the escape of dusts or wastes contained within it;

"specified waste management operations"

means the waste management operations authorised by condition 1.1 of this licence;

"surface water"
means any lake, pond, river or watercourse whether natural or artificial;

"the 1994 Regulations"
means the Waste Management Licensing Regulations 1994 and any statutory provisions or regulations amending or replacing them;

"the Agency"
means the Environment Agency;

"the Licence Holder"
means the Licence Holder specified in this licence or other person to whom the licence has been transferred in accordance with section 40 of the Environmental Protection Act 1990;

"the operator"
means a person who is in occupation of the site and has responsibility for carrying out day to day activities at the site;

"the site"
means the land, structures, plant and equipment to which this licence relates;

"time periods, e.g. annually, quarterly, monthly, per year, etc."
Where periods are referred to in conditions, they shall be calculated in the following way:

- annually or per year: 1 April to 31 March;
- quarterly: 1 April to 30 June, 1 July to 30 September, 1 October to 31 December, 1 January to 31 March;
- monthly: calendar month;
- weekly: Monday to Sunday.

Where the issue of the licence does not coincide with the start of any of these periods, then any relevant limits for the first period shall apply pro rata;

"treatment"
includes draining of refrigerant and oil, removal of compressors etc and dismantling for storage. Treatment does not include any processes for the separation of foam from other materials.

"unit type"
means of Type 1(small domestic type refrigerator or freezer, 180 litres capacity or less [average weight 25kg]),
Type 2 (medium domestic type refrigerator, freezer or fridge/freezer, 180 to 350 litres [average weight 40kg]),
Type 3 (large domestic type refrigerator, freezer or fridge/freezer, 350 to 500 litres capacity [average weight 60kg]) and
Type 4 (other units, for which the number and total tonnage shall be recorded);

"waste"
means controlled waste as defined in section 75(4) of the 1990 Act and the Controlled Waste Regulations 1992 or any statutory provisions or regulations amending or replacing them;

10 # Rights Of Appeal

Section 43(1) of the Environmental Protection Act 1990 provides that:

Where, except in pursuance of a direction given by the Secretary of State, the conditions of a licence are modified, the licence holder may appeal from the decision to the Secretary of State.

Therefore, if you feel aggrieved by the decision detailed on the attached notice, you may obtain the appropriate form on which to give written notice of an appeal from: -

The Planning Inspectorate
Room 4/19
Eagle Wing, Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Tel: 0117 372 8812
Fax: 0117 372 6093

For Wales, the address is –
The Planning Inspectorate
Crown Buildings
Cathays Park
Cardiff
CF10 3NQ

Tel: 02920 823859
Fax: 02920 825150

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

A statement of the grounds of appeal;

A copy of any application to modify the licence

A copy of the licence;

A copy of any correspondence relevant to the appeal;

A copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development and

A statement indicating whether you wish the appeal to be in the form of a hearing or on the basis of written representations.

You are also required to serve a copy of your notice of appeal, together with copies of any the above documents that have accompanied your notice of appeal, on the Environment Agency (at the address overleaf). You should appeal within 6 months of the date that this notice takes effect but the Secretary of State may allow notice of appeal to be given after the expiry of this time period.

11 # Appendix 1 – Licensed Area

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Licence number

ENVIRONMENT AGENCY

Application for a (site) licence

Waste management

Environmental Protection Act 1990

For Environment Agency use only

Date stamp

Received by

Initials

Fee paid

No

Yes *please give the amount*

£

Reference number

Date entered on public register

Please read the guidance notes and the form carefully before you complete it.

How to apply

To apply for a waste management (site) licence you must fill in this application form, which we have designed to be as straightforward as possible. It asks for the information we need to decide if you can have a waste management licence. If you fill in the form accurately, it will help us deal with the application more quickly.

This application form is for people who want to run any type of waste management site (other than a metal recycling site). This includes landfills, transfer stations and treatment plants.

Please discuss your proposals with us before completing this licence application form.

When you make the application, please make sure you

1 Answer all the questions. If you leave anything out, we will have to get in touch with you for the information. *If any of the questions do not apply to you, please write 'Not applicable'.*

2 Send the correct fee with your application form. *There is more about the fees on the folder which came with this form.*

1 Authorised contact

1.1 Please give us details of the person we can phone or write to with questions about this application.

This could be an agent rather than the applicant.

Contact details

Full name HELEN NOLAN

Position WASTE MANAGEMENT LICENSING & COMPLIANCE MANAGER

Business address VINE COURT
CHALKPIT LANE
DORKING
SURREY RH4 1AJ

Phone 01306 748300

Fax 01306 875491

Email HELEN_NOLAN@SITA.CO.UK

2 The applicant

2.1 Is the applicant an individual, a group of individuals (or partnership) or a company/corporate body?

Please discuss this with us if you are not sure.

☐ Individual (sole trader) *go to question 2.2*

☐ Group of individuals or partnership *go to question 2.3*

☑ Company or corporate body *go to question 2.5*

Individuals

2.2 Please give us the following details.

Full name

Date of birth

Trading/business name (if any)

Home address

Postcode

Contact numbers

Phone

Fax

Email

Now go to question 2.9

Partnerships or groups of individuals

2.3 Who is applying for the licence?

We can only issue a licence to named individuals. We need details of each person applying to be a licence holder. Continue on separate sheets if you need to.

Person

Full name

Date of birth

Home address

Postcode

Person

Full name

Date of birth

Home address

Postcode

Person

Full name

Date of birth

Home address

Postcode

2.4 Please give us the following details about the group of individuals or partnership.

For applications from partnerships please provide written evidence, such as a deed of partnership.

Name of partnership (if there is one)

Business address

Postcode

Contact numbers

Phone

Fax

Email

Now go to question 2.9

2 The applicant *continued*

Companies or other corporate applicants

2.5 Please give us the following details.

For applications from companies please provide written evidence of registration.

☑ Registered company

☐ Other *please give details*

Full name of company or corporate body

SITA UK LIMITED

Trading/business name (if different)

Registered office address

THE PICKERIDGE
STOKE COMMON ROAD
FULMER
BUCKS. Postcode SL3 6HA

Main office address (if different)

Postcode

Contact name and numbers

Name HELEN NOLAN

Phone 01306 748 800

Fax 01306 875497

Email HELEN_NOLAN@SITA.CO.UK

Company registration number

2291198

Date of formation of company

30.08.1988

Country of registration

UNITED KINGDOM

2.6 Who are the 'relevant people' in the company?

Please give us details of each director, manager, company secretary and any other similar officer. *For more information about who is a 'relevant person' please read the background notes which came with this form.*

Continue on separate sheets if you need to.

Relevant person

Full name SEE ATTACHED SHEETS

Date of birth

Position

2 The applicant *continued*

Relevant person

Full name

Date of birth

Position

Relevant person

Full name

Date of birth

Position

2.7 Does the applicant have a parent company?

No ☐ *go to question 2.8*

Yes ☐ *please give details*

Name of parent company

Registered office address

Postcode

Company registration number

2.8 Does the applicant have any subsidiaries involved in waste management or similar fields of operation?

No ☑ *go to question 2.9*

Yes ☐ *please give details*

Continue on separate sheets if you need to.

Name of subsidiary company

Business address

Postcode

Name of subsidiary company

Business address

Postcode

2 The applicant *continued*

Site operator

2.9 Who will be operating the site (if known)?

☑ The applicant *go to question 2.10*

☐ Someone else or another company *please give details*

Operator's full name (if known)

Operator's trading/business name (if any)

Registered office address

Postcode

Contact numbers

Phone

Fax

Email

Previous applications

2.10 Has the applicant, their parent company, or any 'relevant person'

☐ had an application for a waste disposal/management licence rejected?

☐ had a waste management licence revoked?

☐ been refused as the transferee of a waste management licence?

☐ been refused registration as a waste carrier/broker?

☐ had a registration as a waste carrier/broker revoked?

A 'relevant person' includes each partner, director, manager, company secretary or any similar officer. For more information please read the background notes which came with this form.

If you have ticked any of the above, please give details such as who applied, any licence or registration number (where appropriate), and when it was rejected, refused or revoked.

NOT APPLICABLE

3 Convictions for relevant offences

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

Please read 'Waste Management Paper No. 4' before completing this section.

Conviction for a relevant offence does not necessarily disqualify the applicant from holding a licence.

3.1 Has the applicant or any 'relevant person' been convicted of any relevant offence?

A 'relevant person' includes each partner, director, manager, company secretary or any similar officer. For more information and a list of relevant offences please read the background notes which came with this form.

No ☐ *go to '4 The site'*

Yes ☑ *Please give full information on separate sheets of paper. The details we need are listed below.*

- Full name of company or individual convicted
- If an individual has been convicted please state their position at time of offence
- Name of court
- Date of conviction
- Offence and penalty imposed
- Date of any outstanding appeal lodged against conviction
- Any additional information which the applicant would like us to take into account in determining whether they are a 'fit and proper person'. *For example, why it happened, and what has been done to prevent a similar event occurring.*

4 The site

4.1 Please give us details about the location of the site.

Please

- read the background notes about working plans which came with this form, then
- enclose a site plan showing (outlined in red) the area of land this application relates to. *This area cannot be altered once a licence is issued.*

Full site address

TOUTLEY DEPOT
FOREST ROAD
WOKINGHAM BERKSHIRE
Postcode RG40 5QP

Ordnance Survey national grid reference *for example, ST 1592 3276*

SU 8000 7060

Occupancy of the site

4.2 Does the applicant occupy the land this application relates to?

We can only issue a site licence to a person who occupies the land. *For example, if they are owner-occupier, tenant, or lessee.*

No ☐ *go to question 4.3*

Yes ☑ *please provide evidence that the applicant occupies the site*

Type of evidence attached
COPY OF LEASE

Now go to question 4.4

4.3 What is the applicant's interest in the land?

You must show that the applicant is entitled to use it.

NOT APPLICABLE

4.4 Does any other person have a legal right to use or gain access to the land?

No ☐ *go to question 4.5*

Yes ☑ *please give details*

WOKINGHAM DISTRICT COUNCIL AS LANDOWNER HAS RIGHT OF ACCESS

Planning status of the site

- Please send us a copy of any existing relevant planning permissions or certificates, including associated plans of the permitted area and other relevant associated documents (such as Section 106 agreements).
- If the applicant is waiting for the decision of a planning authority, please say so.

4.5 Which of the following applies to this site?

We cannot issue a licence unless one of the following applies.

☑ Planning permission

Date applied for
Authority applied to WOKINGHAM DISTRICT COUNCIL
Date granted on 14/5/1992

☐ Certificate of lawful existing use or development

Date applied for
Authority applied to
Date granted on

☐ Established use certificate

Date applied for
Authority applied to
Date granted on

☐ General Permitted Development Order 1995 *please give details*

☐ Planning permission is not required *Please say why and enclose written confirmation from the planning authority.*

4 The site *continued*

Environmental issues

4.6 Was an environmental statement produced as part of a planning application?

No ☑

Yes ☐ *please enclose a copy with this application*

4.7 Is the proposed site located on land notified under Section 28(1) of the Wildlife and Countryside Act 1981?

No ☑

Yes ☐ *If the proposed site is, or contains, a Site of Special Scientific Interest (SSSI), we have to consult English Nature or the Countryside Council for Wales before determining this application.*

4.8 Is your site within 2 km (for non-landfill) or 5km (for landfill) of a Natura 2000 site?

No ☑

Yes ☐

5 Use of the site

5.1 What will be the main waste management activity on this site?

Please tick one box only.

- ☐ Transfer station
- ☐ Household waste amenity site
- ☐ Incinerator
- ☐ Pet cemetery
- ☐ Storage at site of production
- ☐ Storage at site other than at site of production
- ☐ Biological treatment *please specify process*
- ☐ Chemical treatment *please specify process*
- ☐ Physical treatment *please specify process*
- ☑ Other *please give details*

5 Use of the site *continued*

5.2 Please summarise the other waste management activities to be carried out on the site, including exempt activities.

For example, baling, sorting, screening, mixing, landfill gas flaring, leachate treatment.

STORAGE OF REDUNDANT FRIDGES PRIOR TO TRANSFER TO RECYCLING SITE

5.3 Are any of the activities referred to in your answers to questions 5.1 and 5.2 subject to any other regulatory controls?

For example, authorisation under Part I EPA 1990 or discharge consents.

No ☑

Yes ☐ *Please give details below and enclose a copy of relevant authorising documents.*

Continue on separate sheets if you need to.

5 Use of the site *continued*

5.4 What are the types and maximum quantities of waste the site will handle?

Waste type	Physical form of waste *delete as appropriate*	Tonnes per day	Tonnes per year
Inert	solid/ sludge/ liquid/ powder/ gas		
Scrap metal	solid/ sludge/ liquid/ powder/ gas		
Special	solid/ sludge/ liquid/ powder/ gas		
Degradable household *other than inert, scrap metal or special*	solid/ sludge/ liquid/ powder/ gas		
Degradable commercial *other than inert, scrap metal or special*	solid/ sludge/ liquid/ powder/ gas		
Degradable industrial *other than inert, scrap metal or special*	solid/ sludge/ liquid/ powder/ gas		
Other *please specify*			
REDUNDANT FRIDGES	solid/ sludge/ liquid/ powder/ gas		300*
	solid/ sludge/ liquid/ powder/ gas		
	solid/ sludge/ liquid/ powder/ gas		
	solid/ sludge/ liquid/ powder/ gas		
	Total		
	Annual total *if different to combined totals*		

*BASED ON 25 UNITS / TONNE

5.5 Does the applicant intend to accept special or difficult wastes at the site?

Difficult waste is waste which, either because of its hazardous nature or physical characteristics, needs to be handled or disposed of in a particular way.

No ☐

Yes ☐ *please give details. For material covered by the Special Waste Regulations 1996, please give the hazard code. Continue on separate sheets if you need to.*

Waste type	Hazard code (H1–H14) *where appropriate*	Physical form of waste *delete as appropriate*	Tonnes per day	Tonnes per year
		solid/ sludge/ liquid/ powder/ gas		
		solid/ sludge/ liquid/ powder/ gas		
		solid/ sludge/ liquid/ powder/ gas		
		solid/ sludge/ liquid/ powder/ gas		
		solid/ sludge/ liquid/ powder/ gas		
		solid/ sludge/ liquid/ powder/ gas		
		solid/ sludge/ liquid/ powder/ gas		
		solid/ sludge/ liquid/ powder/ gas		
		Total		
		Annual total *if different to combined totals*		

6 Site operation

Capacity of the site

6.1 What type of site does this application relate to?

☐ Treatment plant *go to question 6.2*

☑ Other *go to question 6.3*

6.2 What is the throughput of the proposed treatment plant?

Maximum theoretical throughput (based on maximum design capacity of plant)

tonnes per hour

Proposed actual throughput *if different from above*

tonnes per hour

Now go to question 6.4

6.3 What is the capacity of the proposed site?

For solids please give total storage capacity in both tonnes and cubic metres.

For liquids or gases please state units used.

Degradable

solids		tonnes	cubic metres
liquids/gases		units:	

Inert RIDGES

solids	28·8L	tonnes	140	cubic metres
liquids/gases		units:		

Special

solids	tonnes	cubic metres
liquids/gases	units:	

Timescales

6.4 What is the estimated active life of the site (where appropriate)?

years 7

6.5 When does the applicant intend to start work on the site?

Please give the proposed start date for preparatory work or for operations where no preparatory work is required. *It might be a condition of the licence (if issued) to undertake site investigation works or an appropriate level of background monitoring if this has not already been done.*

ASAP

Operating hours

Please give the proposed operating hours for the site. *Use the 24 hour clock.*

6.6 Hours permitted under planning law

	From	To
Monday–Friday	06:30	17:30
Saturday	08:00	12:00
Sunday	—	—
Bank and Public holidays	08:00	12:00

6.7 Hours open for receipt/removal of waste *If different from permitted hours*

	From	To
Monday–Friday	06:30	17:30
Saturday	08:00	12:00
Sunday	—	—
Bank and Public holidays	08:00	12:00

6.8 Hours open for processing/handling of waste *If different from permitted hours*

	From	To
Monday–Friday	:	:
Saturday	:	:
Sunday	:	:
Bank and Public holidays	:	:

7 Technical competence

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

We will charge for any assessments of technical competence we carry out as part of the application.

Please read 'Waste Management Paper No. 4' before completing this section.

For more details about technical competence please read the background notes which came with this form.

7.1 Is the type of site covered by the WAMITAB (Waste Management Industry Training Advisory Board) award scheme?

No ☐ *go to question 7.4*

Yes ☑ *go to question 7.2*

7 Technical competence *continued*

WAMITAB sites

7.2 Is the applicant seeking to satisfy technical competence by way of the transitional provisions in Regulation 4 of the Waste Management Regulations 1996?

This provision does not apply to any type of landfill.

No ☑ *go to question 7.3*

Yes ☐ *Please give details about the people who will provide the technically competent management of the proposed activities.*

We need to see a statement of qualifying experience for each named person. (The background notes give details of what this should contain).

Responsible person

Full name

Position

Date of application to WAMITAB

Level of WAMITAB certificate applied for

Responsible person

Full name

Position

Date of application to WAMITAB

Level of WAMITAB certificate applied for

Responsible person

Full name

Position

Date of application to WAMITAB

Level of WAMITAB certificate applied for

Now go to question 7.5

7.3 Who will provide the technically competent management of the proposed activities?

Please give details for each person.

Responsible person

Full name STEPHEN JOHN HOLGATE

Position

Level of WAMITAB certificate T554

Date 23/11/1999

Reference number 1984

Responsible person

Full name

Position

Level of WAMITAB certificate

Date

Reference number

7 Technical competence *continued*

Responsible person

Full name

Position

Level of WAMITAB certificate

Date

Reference number

Responsible person

Full name

Position

Level of WAMITAB certificate

Date

Reference number

Now go to question 7.5

Non-WAMITAB sites

7.4 Who will be responsible for managing the proposed site?

Please give details for each person.

For each person named below, we

- *need to see a statement of qualifying experience*
- *may want to carry out our own assessment.*

For more details about statements of qualifying experience and the Agency assessment process please read the background notes which came with this form.

Responsible person

Full name

Position

Name of referee on statement of qualifying experience
1

2

Responsible person

Full name

Position

Name of referee on statement of qualifying experience
1

2

Responsible person

Full name

Position

Name of referee on statement of qualifying experience
1

2

7 Technical competence *continued*

Management of other sites

7.5 Are any of these 'Responsible people' already providing the technically competent management at another licensed site?

No ☑

Yes ☐ *Please use a separate sheet to give details of these people. For each person we need to know the*
- *site name and address*
- *licence reference number.*

8 Financial provision

We need to make sure that whoever will hold the waste management licence is a 'fit and proper person'.

Please read 'Waste Management Paper No. 4' (and Appendix F of Waste Management Paper No. 26B if this application relates to a landfill) before completing this section.

8.1 How does the applicant intend to make financial provision, if known?

We accept that it may not be possible to plan for this until you get a draft of the licence.

We will consider any proposal put forward. We strongly advise you to discuss this with us.

☐ Renewable bonds
☑ Bonds
☐ Bank guarantee
☐ Escrow account
☐ Lump sum
☐ Other *please specify. We may need to refer this to the Financial Provision Standing Group for approval*

Expenditure plan

8.2 Please provide a plan of the estimated expenditure for each phase of the proposed activity.

The plan should include the likely costs of
- monitoring
- clearing the site (including drainage systems) of all wastes
- remedial action in the event of the failure of pollution control systems.

We accept that this plan may need to be revised once you get a copy of a draft licence.

9 Checklist

9.1 Please tick to confirm inclusion of the following documents.

Please enclose the number of copies indicated.

☑ Completed application form *5 copies*
☑ Continuation sheets – numbered and cross-referenced to the question they apply to, and signed and dated by the applicant *5 copies*
☑ Company registration or partnership documents *1 copy*
☑ Site location plan *5 copies*
☑ Evidence of land occupancy *1 copy*
☑ Planning permissions (or equivalent) and associated area plan *1 copy*
☐ Environmental statement (where relevant) *1 copy*
☐ Copy of other relevant authorising documents *1 copy*
☑ WAMITAB certificates or statements of qualifying experience and supporting documents *1 copy*
☐ Audited accounts of parent company (where relevant) *1 copy*
☑ Expenditure plan *1 copy*
☐ Working plan. Include
- a written statement
- plans
- detail drawings with a full contents list of plan titles, dates and unique plan/drawing reference numbers.

5 copies

For details about working plans, please read the background notes which came with the form and discuss the proposals with us.

☐ Please tick this box if you have enclosed a letter telling us the reasons why some of the information on this form should be excluded from the public register. *See "Disclosing information you give us in this application" on page 11.*
☑ Application fee payable to the 'Environment Agency'
For details about fees please read the folder which came with this form.

9.2 Please list below any other relevant documents included with this application.

Continue on separate sheets if you need to.

Document
Title
Date
Reference number

Document
Title
Date
Reference number

Document
Title
Date
Reference number

10 Data protection notice

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Environment Agency to deal with your application, to monitor compliance with the licence/permit/registration conditions, to process renewals and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters.
- consulting with the public, public bodies and other organisations (eg Health and Safety Executive, local authorities, emergency services, DEFRA on environmental issues)
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

You should ensure that any persons named on this form are informed of the contents of this data protection notice.

Disclosing information you give us in this application

The law says that we must place your application on the public register unless you provide good reasons why it should stay confidential.

If you want any of the information in your application to remain confidential, enclose a letter with the completed application, giving your reasons in full.

We will let you know within 14 days if we agree that the information is confidential.

11 Declaration

If you fail to supply any information requested or deliberately make a statement which is false or misleading you are

- committing an offence under Section 44 of the Environmental Protection Act 1990
- liable to a fine or imprisonment (or both).

All applicants have to sign below.

I/we declare that the information on this form is correct and that I/we have enclosed

- a cheque for the fee of £825
- all documentation ticked in section 9.

Cheques should made payable to the 'Environment Agency'.

Signature(s)

Please note that applicants must sign the declaration themselves, even if an agent is acting on their behalf.

For applications from

- more than one person – all applicants should sign below
- a company or other corporate body – an authorised person should sign below.

Signature

Name

Position

Date

Signature



Name IAN GOODFELLOW

Position MANAGING DIRECTOR

Date 14·10·02

Signature

Name

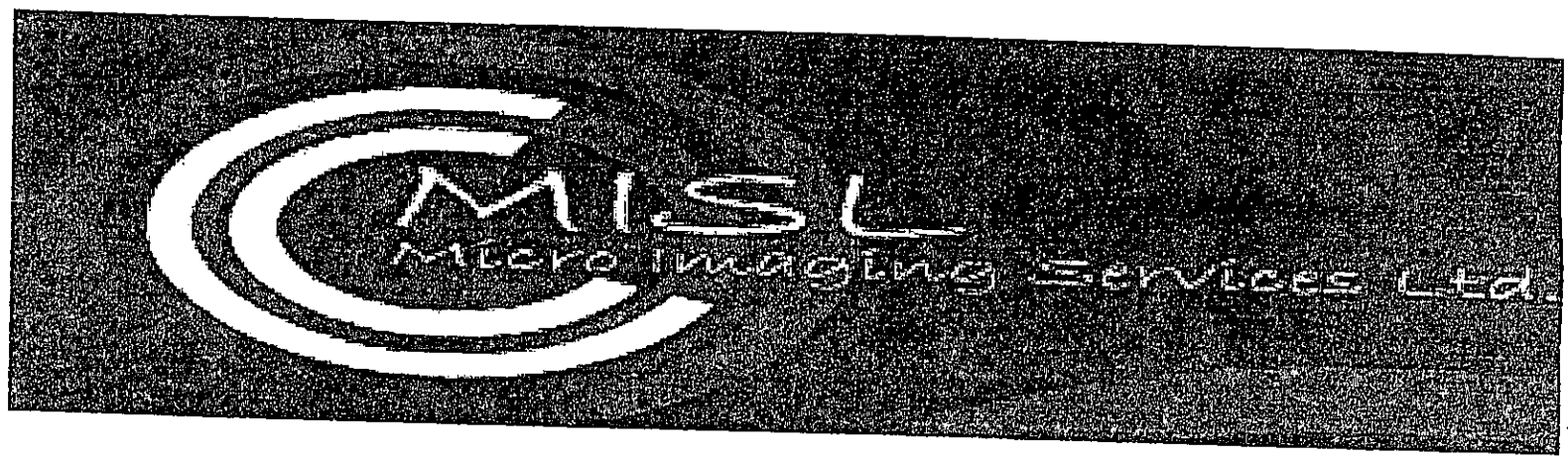
Position

Date

Continues on the next page

Please send the completed application to

THE FOLLOWING SCANNED IMAGES ARE DOCUMENTS OF BAD QUALITY OR ARE PHOTOCOPIES.



FOR THIS REASON THEY MAY APPEAR UNREADABLE ON SCREEN

I HEREBY CERTIFY THAT THE MICROFILM IMAGE IS A COMPLETE AND ACCURATE REPRODUCTION OF THE ORIGINAL DOCUMENT FORMING PART OF THE RECORD KEPT BY WOKINGHAM D.C. IN THE ORDINARY COURSE OF THE BUSINESS.
TODAYS DATE 22.9.98 NAME Hilary OLIVER
ABBEY SYSTEMS

39386
DECISION NOTICE
14.5.92

EG

PLANNING PERMISSION

WOKINGHAM DISTRICT COUNCIL

LOCAL GOVERNMENT ACT 1972

TOWN AND COUNTRY PLANNING ACT 1990

To: OCS GROUP LTD
C/O MR B T SMITH GROUP SURVEYOR
29 LIMPSFIELD ROAD
SURREY
CR2 9LB

WOKINGHAM DISTRICT COUNCIL
COUNCIL OFFICES
SHUTE END
WOKINGHAM, BERKS, RG11 1BN

Application No 39386 (BTP 1)

Proposal:
(A)RENEWAL OF TEMPORARY PERMISSION FOR PORTABLE OFFICE BUILDING AND (B)RELAXATION OF A PREVIOUS CONDITION TO PERMIT OCCUPATION OF PREMISES BY OTHER THAN A LOCAL AUTHORITY BUT OTHERWISE CONTINUING THE PRESENT USE AS A CONTRACTORS DEPOT
TOUTLEY DEPOT OLD FOREST ROAD/TOUTLEY ROAD WOKINGHAM

The Wokingham District Council in pursuance of their powers under the above Acts hereby GRANT Planning Permission for the carrying out of the above development in accordance with the application and the accompanying plans submitted by you to the Council subject to compliance with the following conditions the reasons for which are specified thereunder.

01 IN RESPECT OF PART A

01 The temporary office building hereby permitted shall be removed from the site on or before 30th June 1997

01 REASON The building by reason of its design, siting and use is not considered suitable for permanent retention.

02 The office accommodation hereby retained shall be ancillary offices to the main depot use of the site and shall not be let, sold or occupied separately therefrom.

02 REASON The provision of separate office accommodation would be an inappropriate form of development for this site.

01 IN RESPECT OF PART B

01 The site shall only be used as a depot comprising vehicle and maintenance workshops, ancillary offices, equipment and material stores, open storage compounds, lorry parking areas, fuel pumps and vehicle washer.

continued/-

25×1 32×

IN THE ORDINARY COURSE OF THE BUSINESS

TODAYS DATE 20.9.98 NAME HILARY OLIVER

Application 39386 continued

01 REASON: For the sake of clarity.

INFORMATIVE:-

You are advised that all conditions of Outline Planning Consent 03150 and Reserved Matters Consent 06191 remain in force and effect except Condition 06 of consent 03150 and the same condition in consent 06191. (941E)

Date 14 MAY 1992 K F Wilkes

District Planning Officer

N.B. A statement of the applicant's rights is attached

This permission or approval is for the purposes of the Town and Country Planning Act 1990 only. Approval may also be required under the Building Regulations.

Note: Would you please ensure that the Red Public Notice relating to this planning application which the Council sent to you to put on display is now removed. If this has not already been done. This will avoid any confusion by local residents as to whether further applications have been made, and will assist in keeping the countryside and townscapes tidy.

INFORMATIVE: If this planning permission relates to the erection or extension of a building, then the following section applies:-

BERKSHIRE ACT 1986 SECTION 32: ACCESS FOR FIRE BRIGADE

(1) Except as provided in subsection (2) below, where plans for the erection or extension of a building are deposited with a district council in accordance with building regulations, the district council shall reject the plans unless, after consultation with the fire authority, they are satisfied that the plans show:-

(a) that there will be adequate means of access for the fire brigade to the building or, as the case may be, to the building as extended; and

(b) that the building or, as the case may be, the extension of the building will not render inadequate existing means of access for the fire brigade to a neighbouring building.

(2) No requirement concerning means of access to a building or to a neighbouring building shall be made under this section in the case of a building to be erected or extended in pursuance of a planning permission granted upon an application made under the Act of 1971, unless notice of the provisions of this section is endorsed on or accompanies the planning permission.

(3) Section 16(7) and (8) and section 36(2) to (6) of the Building Act 1984 (notice of rejection or passing of plans and enforcement of requirements) shall apply as if this section were a section of the said Act of 1984.

(4) Any person aggrieved by the action of the district council in rejecting plans under this section may appeal to a magistrates' court.

(5) In this section references to the adequacy or inadequacy of means of access for the fire brigade shall be construed as references to a means of access adequate or, as the case may be, inadequate for use for fire-fighting purposes by members of one or more fire brigades and their appliances.

25× 32×