ENVIRONMENT AGENCY

THE ENVIRONMENTAL PROTECTION ACT 1990
WASTE MANAGEMENT SITE LICENCE

SITA (LANCASHIRE) LTD

FOR THE SITE AT

INGOL HWRC
TOM BENSON WAY
PRESTON
LANCASHIRE
PR2 2ZR

Waste Management Licence Number EAWML/54430

ENVIRONMENT AGENCY

ENVIRONMENTAL PROTECTION ACT 1990.
WASTE MANAGEMENT LICENCE.

LICENCE REF No: EAWML/54430
FACILITY TYPE: CIVIC AMENITY SITE WITH COMPOSTING FACILITY

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grant a waste management licence authorising the **keeping and treating** of controlled waste on the land specified in schedule 1 to this licence to **SITA (Lancashire) Ltd, Sita House, Grenfell Road, Maidenhead, SL6 1ES, Company Number 02640956,** that person being in occupation of the said land, the said licence being subject to the conditions specified in schedule 2 to this licence.

SCHEDULE 1.- SPECIFIED LAND.

The licence relates to the land at **Ingol HWRC, Tom Benson Way, Preston PR2 3ZR** (hereinafter called "the site") shown edged red on **Drawing Reference Number (110)01B dated December 2004** and attached to this licence.

Signed _____ Name Andy Coleman
Environment Team Leader (West)

Dated 30 March 2005

FOR ENVIRONMENT AGENCY OFFICIAL USE ONLY.

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

EXPLANATORY NOTES - including rights of appeal.

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, a licence is granted subject to conditions, the applicant 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 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.

SCHEDULE 2

SITA (Lancashire) Ltd

Ingol HWRC, Tom Benson Way, Ingol, Preston PR2 3ZR

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 section 1.1 of the working plan and in the following table; or

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

SCHEDULE 2

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Ingol HWRC, Tom Benson Way, Ingol, Preston PR2 3ZR

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
D15: Storage pending, on this site any of the category "D" operations authorised under this column, or elsewhere than on this site, any of the operations listed in Part III of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced).	All permitted wastes	• Maximum storage capacity at any one time shall be 195 tonnes as described in section 1.1.5 and Table 1 of the working plan. • Stored as described in section 1.1.5 and Table 1 of the working plan. • Storage includes degassing of refrigeration units.
R13: Storage of waste consisting of materials intended for submission, on this site to any of the category "R" operations authorised under this column, or elsewhere than on this site, to any of the operations listed in Part IV of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced).	Inert wastes Green/kitchen(food) wastes Metals Wood Paper/cardboard Plastics Textiles Glass Car batteries Household batteries Oil Furniture, bric-a-brac & other household goods Electrical and electronic equipment including refrigeration units	• Maximum quantities of hazardous waste stored for the purpose of disposal shall not exceed 10 tonnes. • Maximum throughput of hazardous waste per day shall not exceed 10 tonnes for the purpose of disposal. • Free storage of fridge units shall not exceed a maximum storage height of 3.5 metres or 2 fridge units high.

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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
D9: Physico-chemical treatment of waste not listed elsewhere in this table which results in final compounds or mixtures which are disposed of on this site by means of any of the category "D" operations authorised under this column, or elsewhere than on this site, by means of any of the operations listed in Part III of Schedule 4 of the 1994 Regulations.	All solid wastes	Treatment consisting only of physical sorting or separation of waste into different components, chipping and compaction of waste for disposal **(no more than 50 tonnes per day)**, recycling or reclamation.
D14: Repackaging of waste prior to waste being submitted on this site to any of the category "D" operations authorised under this column, or elsewhere than on this site, by means of any of the operations listed in Part III of Schedule 4 of the 1994 Regulations.		
R2: Recycling or reclamation of organic substances which are not used as solvents	Green/kitchen(food) wastes Wood Textiles Paper/cardboard Plastics	
R3: Recycling or reclamation of metals and metal compounds	Metals	
R4: Recycling or reclamation of other inorganic materials.	Inert wastes Glass	

Specified Waste Management Operations and Exempt Waste Management Operations

1.1.2 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

1.1.3 Organic kitchen (food) wastes shall only be composted in the IVCF site provided the treatment is compliant with the primary treatment criteria as specified in Schedule I, part II of the Animal By-Products Regulations 2003. The treatment shall have an approval issued under the Animal By-Products Regulations 2003. Composting of organic kitchen (food) wastes shall cease after three months from the commencement of composting operations until an approval has been issued under the Animal By-Products Regulations 2003.

1.2 Permitted wastes

Permitted categories and types of wastes

1.2.1 No wastes other than those, which are categorised below in Table 1.2A and specified in detail in Appendix A to these conditions shall be accepted at the site.

Table 1.2A. Permitted quantities of waste

Permitted Waste Categories	Maximum Permitted Quantities for each waste category (subject to maximum permitted total quantity in condition 1.2.2) (tonnes/year)
Inert wastes	No limit subject to maximum storage capacities detailed in Table 1.1.
Metal wastes (non-hazardous)	No limit subject to maximum storage capacities detailed in Table 1.1.
Special Wastes (only cement or resin bonded asbestos waste, other hazardous waste or hazardous chemicals that has been produced and delivered to the site by a householder)	No limit subject to maximum storage capacities detailed in Table 1.1.

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Table 1.2A. Permitted quantities of waste	
Permitted Waste Categories	**Maximum Permitted Quantities for each waste category (subject to maximum permitted total quantity in condition 1.2.2) (tonnes/year)**
Degradable Household wastes, Non-degradable Household wastes, Non-hazardous Household wastes and Hazardous Household wastes. Degradable commercial and industrial wastes.	No limit subject to maximum storage capacities detailed in Table 1.1.

Permitted quantities of wastes

1.2.2 The total quantity of waste accepted at the site per year shall not exceed 24,999 tonnes.

Exclusion of waste with specified hazard characteristics

1.2.3 Notwithstanding the specification of permitted waste types under condition 1.2.1 above, wastes shall not be accepted at the site which have any of the following characteristics:

Table 1.2B. Excluded hazardous wastes with specified hazard codes	
Hazard Code	**Hazardous Properties**
H1	Explosive
H9	Infectious
H11	Mutagenic
H12	Substances or preparations which release toxic or very toxic gases in contact with water, air or an acid

1.3 Staffing and understanding of requirements of licence conditions

Minimum staffing and supervision

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

a waste acceptance and control procedures;

b operational controls;

c maintenance;

d record-keeping;

e emergency action plans;

f notifications to the Agency.

Availability of licence and working plan

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

Understanding of licence and working plan

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

Attendance of Technically Competent Persons

1.3.4 Attendance of the technically competent person(s) at the site shall be recorded in the site diary on arrival and departure.

1.4 Changes in technically competent persons

1.4.1 Any changes in the technically competent management of the site and the name of any incoming person [together with evidence that such person has the required technical competence] shall be submitted to the Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations, or any subsequent amendments to the Act or Regulations.

1.5 Relevant convictions

Notification of relevant convictions

1.5.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence and which is in addition to any already notified to the Agency, then full details shall be provided to the Agency within 14 days following sentencing, whether or not the conviction or sentence is subsequently appealed. Such details shall include, in respect of each relevant person (as defined in section 74(7) of the Environmental Protection Act 1990 or any subsequent amendments to that section), the nature of the offence, the place and date of conviction, and any fine or other penalty imposed.

Notifications of appeals against convictions

1.5.2 In the event that the Licence Holder and/or any relevant person lodges an appeal against any such conviction or sentence, the Licence Holder shall notify the Agency of this within 14 days of the lodging. The Licence Holder shall notify the Agency of the results of that appeal, within 14 days of the appeal being decided.

1.6 Amendments to working plan and supporting information

Amendments to working plan requiring prior consent from the Agency

1.6.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.6 below, and to any appendices, drawings and figures which are referenced in those sections.

Table 1.6 Sections of the working plan requiring prior consent for amendments	
Number and Heading of Working Plan Sections And Appendices	**Sections, Subsections and Appendices requiring Prior consent for Amendments**
1. General Considerations	1.1, 1.2, 1.4, 1.5,
2. Site Engineering for Pollution Prevention	2.1 and 2.2
3. Site Infrastructure	3.1 – 3.4
4. Site Operations	4.1, 4.3, 4.4, 4.5, 4.6,4.7, 4.10 Appendices 2,3,6, and 8
5. Amenity Management and Control	5.1, 5.2, 5.4, 5.5
6. Site Records	6.1

1.6.2 The notice shall be accompanied by a copy of the proposed changes, and by a written assessment of the effect that implementing the proposed change to the working plan would have on the risk posed by the site to human health and the environment.

1.6.3 The Licence Holder shall provide up to 6 additional copies of the proposed change and supporting risk assessment to the Agency, when required by the Agency in writing.

1.6.4 The proposed change to the working plan shall not be implemented unless the Agency has given its written consent to it. Following consent, the Licence Holder shall give the Agency prior written notification of the implementation date of the change, and from that date the changed section shall be deemed to be incorporated in the working plan in replacement of the previous version of that section.

Amendments to the working plan requiring prior notification to the Agency

1.6.5 Except where it is specified under condition 1.6.1 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.

1.6.6 The notice shall be accompanied by a copy of the specified changes.

1.6.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Agency, when required by the Agency in writing.

1.6.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Agency in the amendment notification.

1.7 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:

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).

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 recommencement 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 recommencement 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 recommencement. In the event that it is intended that the site shall recommence receiving wastes sooner than the notified date then the Licence Holder shall give the Agency not less than 7 days prior notice in writing.

1.10 Notifications and submissions to the 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.

2 Site engineering for pollution prevention and control

2.1 Engineering site containment and drainage systems

Provision and maintenance of site containment and drainage systems

2.1.1 No waste shall be deposited, stored, treated or otherwise handled in any area of the site until the engineered site containment and drainage system for that area has been constructed and completed in accordance with this condition and condition 2.1.2.

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

SCHEDULE 2

SITA (Lancashire) Ltd

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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 or differential 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 v) shall remain free of standing water.
b) 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 other 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 the capacity of the sump 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.
c) Covered buildings or roofed areas	Where wastes are stored in a building: i) the building 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.
d) 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.
e) 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 of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.
f) 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

Type of Site Surface and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
	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.

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 identities, relevant experience and relevant qualifications of the suitably qualified Engineer who will be providing inspection and validation of the existing 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 for that area has been inspected by the designated Engineer and has been maintained or improved, in accordance with their recorded advice, to be fit for purpose in that :

- **i** areas of impermeable pavement are laid to take weight of relevant vehicles, plant and equipment without cracking or breaking; and
- **ii** areas of impermeable pavement are free from cracks which could increase permeability; and
- **iii** areas of impermeable pavement are resistant to mechanical, physical and chemical stresses to which they may be subjected; and
- **iv** areas of impermeable pavement fall towards the drainage system to prevent ponding; and
- **v** no liquid will run off areas of impermeable pavement other than via the drainage system; and
- **vi** 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
- **vii** liquid from the drainage system is disposed of to an approved discharge.

2.1.5 The existing engineered site containment and drainage system shall be maintained in accordance with the recommendations of the designated Engineer and 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 3 working days.

3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, be a minimum size of 600mm x 400mm, and shall display the following information:

- **a** Site name and address;
- **b** Licence Holder name (company name, not individual name unless justified as necessary);
- **c** Operator name (company name, not individual name unless justified as necessary);
- **d** Licence number;
- **e** Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);
- **f** Statement that the site is licensed by the Environment Agency;

g Agency national numbers: 0845 933 3111and 0800 807060 (or any other number subsequently notified in writing by the Agency);

h Days and hours site is open to receive waste.

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	Gates and fences shall be designed as described in section 3.3 of the working plan, and drawings S/03/01 and S/03/02B
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 7 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 and debris 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 any waste is secure.

4.1.3 All vehicles leaving the composting area shall, before leaving the site, be power washed and shall be checked to ensure that they are clear of loose waste and debris.

Remediation of mud and debris on road

4.1.4 In the event that mud, debris or waste arising from the site is deposited onto public areas outside 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 and debris within the site to prevent further tracking of mud and debris, and measures shall be taken to clear any such sources as soon as practicable.

4.2 Leaks and spillages

Potentially polluting leaks and spillages from vehicles, plant and equipment

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

Potentially polluting leaks and spillages from skips, drums and other mobile containers

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

a loaded and unloaded in accordance with the handling procedures specified in Table 4.2;

b filled and emptied in accordance with the filling and emptying procedures specified in Table 4.2;

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

d inspected and maintained according to the maintenance schedules and procedures specified in Table 4.2, which shall be fully documented and recorded;

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.

Control and remediation of leaks and spillages

4.2.3 In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded, 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 skips, drums and other mobile containers	i) Loading and unloading of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place during loading/ unloading. iii) Loading/ unloading shall be carried out in an area provided with engineered containment of the type required for that waste under condition 4.6, and of the standard of containment specified under condition 2.1.
b) Filling and emptying drums and other mobile containers	i) Filling and emptying of containers shall be supervised at all times by a member of staff. ii) Lids/ caps/ bungs or other closures shall be in place at the end of filling iii) Containers shall not be filled beyond their operational capacity. iv) Filling and emptying shall be carried out in a bunded area maintained in accordance with condition 2.1.2. v) Measurement of level/ void space shall be by physical dipping prior to loading.
c) Inspection, maintenance and repair of drums and other mobile containers	i) Containers 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.
d) Control and remediation of leaks and spillages	i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids and placed in alternative containers. ii) Major spillages, 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 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; and

c no waste shall be deposited until the fire has been extinguished.

4.4 Waste acceptance and control procedures

Waste acceptance procedures

4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with section 4.6 of the working plan and the standards specified in Table 4.4 below.

Waste control procedures

4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with the standards specified in Table 4.4 below.

Waste despatch procedures

4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with the standards specified in Table 4.4 below.

Table 4.4 Standards for waste acceptance and control procedures

Stage of Waste Handling		Specified standards
a)	Waste inspection	Wastes stored at the site shall be regularly checked during the working day to ensure they comply with the permitted waste types detailed in condition 1.2.1 and that they are stored in the appropriate container and location within the site.
b)	Waste control procedures: quarantine storage and rejection of wastes	i) Any items of non-permitted waste which are detected after acceptance at the site, shall be placed immediately in a designated quarantine container, and, where these are or appear to be special wastes, the Agency shall be informed immediately; ii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible; iii) Quarantined wastes shall be removed from site within 7 days; iv) The maximum quantity of wastes kept in the quarantine storage area shall be 5 m^3 at any one time. v) A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.
c)	Identification of wastes	i) Areas, bays and containers shall be clearly defined and labelled to identify the wastes stored within them; ii) Containers for hazardous household waste shall be appropriately labelled
d)	Waste despatch procedures	All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
e)	Incompatible wastes	Incompatible wastes that are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.

4.5 Waste quantity measurement systems

Means of measurement

4.5.1 All waste despatched from the site shall be measured in accordance with either of the following requirements:

a The weight of all wastes despatched from the site shall be determined by means of a weighbridge, or a weighbridge or scales located within the site. The weighbridge or scales used shall record quantities of wastes in tonnes to an accuracy of 0.01 tonnes.

4.6 Storage of wastes with specified hazardous properties or forms

4.6.1 Notwithstanding the specification of permitted waste types under condition 1.2, wastes displaying any of the hazardous properties or forms specified in Table 4.6 shall only be handled and/or stored on the site in accordance with section 4.10 of the working plan and the standards specified in Table 4.6 below.

Table 4.6 Standards for handling and/or storage of wastes with specified characteristics

Storage requirement	Specified standards
a) Solid wastes which when handled or stored are likely to generate significant quantities of dusts, fibres or particulates	These wastes only permitted if they are handled and stored in: i) buildings or containers providing containment of aerial emissions of dusts and particulates as detailed in section 5.1 of the working plan; or ii) bays or roofed areas provided with a permanent water supply and water spraying or misting equipment, and with an impermeable pavement and a sealed drainage system; and the water spraying or misting equipment is used at all times when significant quantities of dusts, fibres or particulates are likely to be, or are being generated.
b) Odorous wastes, including wastes which are likely to be odour producing during storage	i) These wastes only permitted if: • stored in covered buildings providing containment of aerial emissions; and • stored in bays provided with an impermeable pavement and sealed drainage. ii) These wastes shall be subject to monitoring in accordance with condition 5.2 and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.
c) Solid wastes which are likely to produce polluting or contaminating run-off.	i) Inert wastes only permitted if stored in containers with: • an impermeable pavement and sealed drainage. ii) Degradable Household wastes only permitted if stored in areas with impermeable pavement and sealed drainage and: • stored in sealed containers.
d) Wastes which are in a form which is either sludge or liquid.	These wastes only permitted if: • stored in liquid-retaining, covered containers; and • stored in areas provided with impermeable pavement and sealed drainage.
e) Combustible wastes	These wastes only permitted if stored in bays provided with an impermeable pavement and sealed drainage, and with access to fire fighting equipment.
f) Wastes which are likely to attract pests	These wastes shall be subject to monitoring in accordance with condition 5.3, and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.
g) Wastes which are likely to attract scavengers	i) These waste only permitted if: • stored in covered buildings providing security against scavengers. ii) These wastes shall be subject to monitoring in accordance with condition 5.4.
h) Hazardous household waste	Shall only be stored in sealed containers within a secure hazardous waste store. • Lead acid batteries shall be stored in a covered area with an

		impermeable acid resistant base or acid resistant leak proof container with a close fitting lid • Bonded asbestos shall be stored in secure lockable containers/skips.
i)	Wastes which include light wastes or other wastes liable to give rise to litter	These wastes only permitted if: • stored in sealed containers and in areas provided with impermeable pavement and sealed drainage; or • stored in covered buildings providing containment of aerial emissions of litter.
j)	Wastes for composting	These wastes only permitted if: • stored in covered buildings and in areas provided with impermeable pavement and sealed drainage.

4.7 Removal of residual wastes from site

4.7.1 In the event that no wastes are received on the site for 3 months and the Agency has reasonable grounds to believe that the importation of wastes will not be resumed, then, notwithstanding any 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.

5 Amenity management and reporting

5.1 Control, monitoring and reporting of dusts, fibres and particulates

5.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site in accordance with the standards specified in Table 5.1 below

Table 5.1 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates		
a)	Monitoring of aerial emissions	Site staff supervising individual waste handling operations shall, during the carrying out of those operations, undertake visual monitoring of aerial emissions.
b)	Remedial action	i) On detection or notification of visible aerial emissions that are likely to be transported beyond the site boundary, immediate action as described in section 5.1 of the working plan, shall 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.

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

5.2 Monitoring and control of odorous emissions

5.2.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of odours from the site, in accordance with the standards specified in Table 5.2.

5.2.2 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.

Table 5.2 Standards for monitoring and control of emissions of odours		
a)	Monitoring of odorous emissions	Olfactory monitoring of aerial emissions from the site shall be carried out: • by the site manager or supervisor, at least twice a day, at the site boundary 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 as described in section 5.2 of the working plan, shall 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.

5.3 Monitoring and control of pest infestations

5.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with the standards specified in Table 5.3. The objective of these measures shall be to 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 5.3 Standards for monitoring and control of pest infestations

		Specified standards
a)	Monitoring of pest infestations	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.

5.4 Control of scavenging birds and other scavengers

5.4.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of scavenging birds and other scavengers on the site, in accordance with the standards specified in Table 5.4. The objective of these measures shall be to prevent scavenging birds and other scavengers from gathering on operational areas or scavenging wastes in such numbers that are likely to cause harm to human health or serious detriment to the amenity of the locality.

Table 5.4 Standards for monitoring and control of scavenging birds and other scavengers

a)	Monitoring of scavengers	Stored wastes which are likely to attract scavengers shall be routinely monitored for the presence of scavenging animals or flocks of scavenging birds, throughout the working day by the site supervisor.
b)	Scavengers action plan	i) On detection or notification of scavenging animals or flocks of scavenging birds, immediate action shall be taken to: • remove or deter them from the site, and • isolate and secure the wastes attracting the scavengers against further scavenging. ii) The incident and the remedial action shall be recorded in the site diary.

5.5 Control of litter

5.5.1 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.

5.5.2 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.

5.6 Monitoring and reporting of airborne pathogens

Provision of airborne pathogen monitoring system

5.6.1 When the ICVF plant is in operation, monitoring of airborne pathogens shall be carried out in the vicinity of the site throughout the operational life of the site, in accordance with this condition and The Composting Association's "Standardised protocol for the Sampling and Enumeration of Airborne Micro-organisms at Composting Facilities".

Airborne pathogen monitoring and sampling programme

5.6.2 Monitoring and sampling of airborne pathogens in the vicinity of the site shall be carried out and recorded in accordance with The Composting Association's "Standardised protocol for the Sampling and Enumeration of Airborne Micro-organisms at Composting Facilities". The frequency of monitoring shall be monthly for the first 24 weeks of the composting activities and ever six months thereafter unless otherwise agreed in writing with the Environment Agency.

Monitoring and sampling records

5.6.3 A record of the airborne pathogen monitoring and sampling results shall be made and submitted to the Agency in accordance with The Composting Association's "Standardised protocol for the Sampling and Enumeration of Airborne Micro-organisms at Composting Facilities".

5.6.4 In the event that any results exceed 50,000 counts per cubic metre above background level of aspergillus fumigatus, then:-

a the results shall be notified to the Agency immediately and confirmed in writing immediately;

b the feedstock for and the product of the IVCF will be sprayed with water, and the ICVFU shall be checked for leaks.

6 Site records

6.1 Security and availability of records

Security of records

6.1.1 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 6.1 below.

Availability of records

6.1.2 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 6.1 Standards for keeping of site records

Site records	Specified standards
Hazardous household Wastes stored 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.

6.2 Records of waste movements

Recording of wastes accepted and removed from the HWRC

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

a Loads out:- Nature (solid, liquid or sludge), waste type as specified under condition 1.2, quantity of waste removed (tonnes), date removed.

Recording of wastes accepted and removed from the ICVF

6.2.2 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 in:- Nature (solid, sludge or liquid), waste type as specified under condition 1.2, quantity (tonnes), date received, date accepted.

b Loads out:- Nature (solid, liquid or sludge), waste type as specified under condition 1.2, quantity of waste removed (tonnes), date removed.

Summary records of wastes accepted and removed

6.2.3 A summary record of the waste types and quantities accepted and removed from the site shall be made for each quarter of the year and shall be submitted to the Agency within 1 month following the end of that quarter. The summary record shall be in the format detailed in Appendix B or otherwise subsequently agreed with the Agency in writing.

Recording of hazardous household waste storage

6.2.4 At all times a record shall be maintained of the types and quantities of hazardous household waste stored on site.

6.3 Site diary

6.3.1 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

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

7 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;

"consequences"
for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which causes the quality of human health (other than health and safety of site staff or visitors to the site covered under the Health and Safety at Work Act 1974) or the environment to be impaired in the short or longer term.

"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;

"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;

"environmental targets or receptors"
for **risk assessments** carried out within these conditions, shall mean identified human and environmental populations or components, as specified in these conditions or otherwise agreed by the Agency within these conditions.

"groundwater"
means any water contained in underground strata;

"hazard"
means a property that in particular circumstances could lead to harm;

"Hazardous household waste"

Household waste that exhibits any of the hazardous properties specified in Annex 3 of the Hazardous Waste Directive (Council Directive 91/689/EC) except for those specifically excluded by condition 1.2.3.

"immediately"

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

"inert waste"

means wastes which will not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant and in particular not endanger the quality of surface water and/or groundwater.

"maintenance"

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

"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;

"release pathways"

for **risk assessments** carried out within these conditions, shall mean the routes by which defined **hazards** may potentially realise their **consequences**, defined in terms of releases or emissions from the site that go beyond the site containment or boundary via one or more of the following routes, either directly or indirectly: **Land; Groundwater, Surface water; Atmosphere**;

"relevant offences"

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

"risk"

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

"risk assessment"

means the systematic identification, analysis, estimation and evaluation within a defined **scope** of the defined **risks** of a particular activity, operation, process or design, carried out and reported by suitably qualified or competent persons, using recognised quantified or semi-quantified methods and techniques.

Unless otherwise agreed by the Agency within these conditions, a risk assessment shall include and record the following:

- definition of the **hazards** associated with an activity, operation, process or design;
- assessment of the **probability** of those **hazards** occurring;
- determination of the potential **consequences** of those hazards for defined **environmental targets or receptors**, taking into account defined **release pathways** and defined protective measures;
- evaluation of the potential **magnitude** of those consequences and the **probability** of their occurrence;

"scope of risk assessment"

means the boundaries of the **risk assessment** and the **risks** to be assessed within those boundaries, as defined in the conditions or otherwise agreed by the Agency within the conditions;

"special waste"

has the meaning as defined by regulation 2 of the Special Waste Regulations 1996 or any statutory provisions or regulations amending or replacing them;

"specified waste management operations"

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

"surface water"

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;

"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;

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Appendices to conditions

Appendix A Permitted Wastes (Condition 1.2.1)

Waste Code	Waste Description
02 02	**Wastes from the preparation and processing of meat, fish and other foods of animal origin**
02 02 01	Sludges from washing and cleaning#
02 02 02	Animal tissue waste#
02 02 03	Materials unsuitable for consumption or processing#
02 02 99	Food preparation wastes, not otherwise specified#
02 03	**Wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation**
02 03 01	Sludges from washing , cleaning, peeling, centrifuging and separation#
02 03 02	Wastes from preserving agents#
02 03 04	Materials unsuitable for consumption or processing#
03 03	**Wastes from pulp, paper and cardboard production and processing**
03 03 08	Wastes from sorting of paper and cardboard destined for recycling
07 02	**Wastes from MFSU of plastics, synthetic rubber and man-made fibres**
07 02 13	Waste plastic
15 01	**Packaging (including separately collected municipal packaging waste)**
15 01 01	Paper and cardboard packaging
15 01 02	Plastic packaging
15 01 04	Metallic packaging
15 01 06	Mixed packaging
16 05	**Gases in pressure containers and discarded chemicals**
16 05 04*+05	Gas bottles
17 01	**Concrete, bricks, tiles and ceramics**
17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 02	**Wood, glass and Plastic**
17 02 01	Wood
17 02 02	Glass
17 02 03	Plastic
17 06	**Insulation materials and asbestos-containing construction materials**
17 06 01*+05*	Insulation materials containing asbestos[1]
19 12	**Wastes from the mechanical treatment of waste, not otherwise specified**
19 12 01	Paper and cardboard
19 12 02	Ferrous metal
19 12 03	Non-ferrous metal
20 01	**Municipal wastes, separately collected fractions**
20 01 01	Paper and cardboard

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Waste Code	Waste Description
20 01 02	Glass
20 01 08	Biodegradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 13*	Solvents
20 01 14*	Acids
20 01 15*	Alkalines
20 01 17*	Photochemicals
20 01 19*	Pesticides
20 01 21*	Fluorescent tubes and other mercury containing waste
20 01 23*	Discarded equipment containing chlorofluorocarbons
20 01 25+26*	Waste oil[3]
20 01 27*+28	Paints, inks, adhesives
20 01 29*+30	Detergents
20 01 31*+32	Medicines
20 01 33*+34	Batteries[2]
20 01 35*+36	White goods
20 01 38	Wood
20 01 39	Plastics
20 01 41	Wastes from chimney sweeping
20 01 99	Other fractions not otherwise specified
20 01 40	Metals
20 02	**Garden and park wastes (including cemetery waste)**
20 02 01	Green waste
20 02 02	Rubble/soil
20 02 03	Other non-biodegradable wastes
20 03	**Other municipal wastes**
20 03 01	Mixed municipal waste
20 03 07	Bulky waste

Note

* **Hazardous waste**

 # Kitchen wastes to be received by the IVCF in accordance with the Animal By-Products Regulations 2003

1. Asbestos shall only be bonded asbestos from householders accepted in accordance with SITA's procedure for receiving asbestos

2. Batteries shall only be accepted from householders

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3. Waste oil shall only be accepted from householders

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Appendix B Format for summary records of wastes accepted and removed (Condition 6.2.2)

Use Form WSM 1.