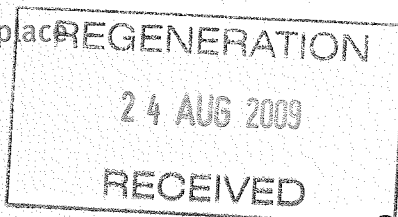


creating a better place



Environment  
Agency

Public Register  
Pollution Control  
Walsall Metropolitan Borough Council  
2nd Floor Civic Centre  
Darwall Street  
Walsall  
WS1 1DG

Our ref: EA/EPR/RP3396FX/S001

Your ref:

Date: 20 August 2009

Dear Mr D. Jones

**Application to surrender an environmental permit is duly made**

**Application reference: EA/EPR/RP3396FX/S001 (EAWML 42188)**

**Operator: Glynwed Steels & Engineering Ltd**

**Facility: Victoria Steelworks, Bull Lane, Moxley, Wednesbury, West Midlands, WS10 8RS.**

I enclose documents for your public register as listed on the attached transmission sheet.

If you have any questions please phone me on 01142 800 657 or email [psc@environment-agency.gov.uk](mailto:psc@environment-agency.gov.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read "R Palmer", with a long horizontal flourish extending to the right.

**Rebecca Palmer**  
Permit Support Centre



INVESTOR IN PEOPLE



## Public register transmission sheet

**Application reference:** EA/EPR/RP3396FX/S001 (EAWML 42188)

**Operator:** Glynwed Steels & Engineering Ltd

**Facility:** Victoria Steelworks, Bull Lane, Moxley, Wednesbury, West Midlands, WS10 8RS.

### Document type

	Attached (✓)	Date created or received by us	No of sheets
Application for permit		/ /	
Application for variation	✓	/ /	
Application for Surrender		24/6/09	30
Application for transfer		/ /	
Notice requesting further information NOT DULY MADE LETTER	✓	8/7/09	1
Additional information supplied by applicant		/ /	
Representations made in respect of permit or variation application		/ /	
Environmental permit, variation, transfer or surrender granted*		/ /	
Determination and decision document DULY MADE LETTER	✓	20/8/09	1
Enforcement, revocation, suspension or landfill closure notice*		/ /	
Notice withdrawing any of the above notices		/ /	
Notices, documentation, representations and determination * relating to an appeal		/ /	
Monitoring information obtained by us		/ /	
Other information given to us in compliance with permit or notice requirements		/ /	
Report published by us about environmental impact of facility		/ /	
Directions from Secretary of State or Welsh Ministers other than those relating to National Security.		/ /	
Details of relevant conviction or formal caution		/ /	
Statement relating to representations requested to be excluded		/ /	
Statement relating to monitoring information excluded on grounds of confidentiality		/ /	
Information exclusion sheet		/ /	

\* Delete as appropriate

The attached documentation does not contain information relating to national security or of a confidential nature

Date sent to Register 20.08.09

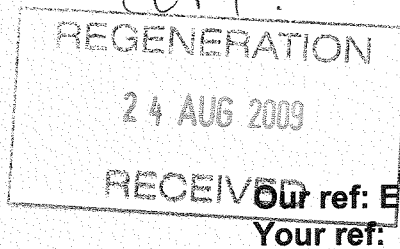
Signature of person sending to Public Register R. Pal

Date filed on Register \_\_\_\_\_

Days elapsed since receipt by Agency \_\_\_\_\_ (see "date created or received by us")

creating a better place

Mr David Jones  
Niagara  
Bull Lane  
Moxley  
Wednesbury  
West Midlands  
WS10 8RS



Environment  
Agency

Our ref: EA/EPR/RP3396FX/S001  
Your ref:

Date: 20 August 2009

Dear Mr D. Jones

**Application to surrender an environmental permit is duly made**

**Application reference: EA/EPR/RP3396FX/S001 (EAWML 42188)**

**Operator: Glynwed Steels & Engineering Ltd**

**Facility: Victoria Steelworks, Bull Lane, Moxley, Wednesbury, West Midlands, WS10 8RS.**

Following receipt of further information your application was duly made on 19 August 2009. Your application did not contain a request for any of the information to be treated as confidential.

We will let you know if we need more information during determination of your application.

We will endeavor to determine your application by 19 November 2009. The determination period may be extended if we have asked you for further information or you have requested certain documents be kept confidential. We will write to you again if this is necessary.

If you do not hear from us by the date stated above or a later date if we have agreed this with you, then you have a right of appeal. We will tell you what to do if this happens.

If you have any questions please phone us on 08708 506506 or email [psc@environment-agency.gov.uk](mailto:psc@environment-agency.gov.uk).

Yours sincerely

**Rebecca Palmer**  
Permit Support Centre

Permitting Support Centre, PO Box 4209, Sheffield, S9 9BS  
Customer services line: 08708 506 506  
Email: [psc@environment-agency.gov.uk](mailto:psc@environment-agency.gov.uk)  
[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk)



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copy

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Environment  
Agency

Mr David Jones  
Niagara  
Bull Lane  
Moxley  
Wednesbury  
West Midlands  
WS10 8RS

Our ref: EA/EPR/RP3396FX/S001  
Your ref:

Date: 8 July 2009

Dear Mr D. Jones

**Application to surrender an environmental permit is not duly made**

**Application reference: EA/EPR/RP3396FX/S001 (EAWML 42188)**

**Operator: Glynwed Steels & Engineering Ltd**

**Facility: W Wessons, Victoria Steelworks, Bull Lane, Moxley, Wednesbury,  
West Midlands, WS10 8RS.**

Thank you for your application of 22 June 2009.

After initial assessment, we consider your application not duly made for the reasons detailed below. The application has no formal start date and the statutory determination period has not begun. The application is not duly made for the following reasons:

- In order for this application to be Duly Made a person who is 'relevant', in accordance with the criteria in our guidance, within the company who currently hold the permit (Ocyt 4 Ltd) must sign and complete the declaration in part F of the application form e.g. a director must sign the form or give written permission for someone else to sign on their behalf.

We cannot process your application until we receive the information from you to make your application "duly made". Send the required information to us by 22 July 2009.

Please quote our reference if you contact us. If you have any questions please phone Matt Price on 0121 708 3956 or email [matt.price@environment-agency.gov.uk](mailto:matt.price@environment-agency.gov.uk).

Yours sincerely

**Rebecca Palmer**  
Permit Support Centre



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# Environmental Permitting: surrender application receipt and duly made checklist

Items in Blue to be completed by PSC

Items in Green to be completed by DM Team

Items in **Bold** are required for duly making .

Complete all dates dd/mm/yy.

## Application details

Log and track no.	LT 4685
EPR application number	EA/EPR/RP3396FX/S001
EPR permit no. if issued	
EAWML or PAS no.	
EAWML dummy ref for waste operations in PAS Twinned Apps	EAWML 42188
Applicant Name	Ocyt 4 Ltd (Glynwed Steels & Engineering Ltd on REGIS)
Facility name	Victoria Steelworks, Bull Lane, Moxley, Wednesbury, West Midlands, WS10 8RS
Region	Midlands
EA Area	Central

## Dates

Date arrived in Environment Agency	22/06/09
Date arrived in PSC	22/06/09 – ack by phone
Date referred to NPT	
Date HiPi Sent to Area	
Date arrived in NPT	
Date duly made	
Date added to determination work queue	
Date returned from NPT to PSC	
Date returned to operator or deemed withdrawn	
Date operator sent duly made letter	
Date Sent to external Consultees	
Date sent to public register	
Date saved on to EDRM	

The duly made date is either

(i) the date the application was originally received at the Environment Agency in the event of no additional information being requested during the duly make process.

OR (ii) the date at which the final piece of additional information requested during the duly make process is received.

### Decision summary

Action	yes	no	N/A	date	comments
All administrative checks complete?	√			24/06/09	
All technical checks complete?					
Is the application duly made?					
If not duly made due to payment – request for payment made?					
Extra payment received?					
If not duly made – request for further information sent?					
Information received?					
Request Application return to applicant					
State Reason					
Application returned to applicant as not duly made?					
Application charge returned to applicant?					
Applicant withdrawal of application?					
Has any overpayment been refunded?					

### Final admin checks

Have all documents been scanned into EDRM?				
Have all documents other than those that have been accepted as confidential or relate to national security been placed on the public register?				

Items to be included in letter to ask for more information:-

**NOTES** Use this box to record conversations with the operator, detailed reasons why the application cannot be duly made and any subsequent correspondence or actions. State your name & date of action.

Name dd/mm/yy

Items to be included in letter to ask for more information: None or list items

---

**Officer log**

*Add more rows if you need them.*

	Name	Date	Time spent (mins)
Officer carrying out administrative checks	Beata Czech	24/06/2009	85
Other PSC Officer			
Other PSC Officer			
Officer carrying out technical checks			
Other NPT Officer			

---

## Permitting Support Centre checks

EDRM	yes	no	Date complete	Officer name
5 complete paper copies of application or 4 with CD	√			
Grid reference	SO 97002 95723			
District Council	Walsall			
EA Catchment Area	Tame WMid Upp to Rea confl			

### Initial checks

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Does the application contain notification of national security issues?		√				
If yes you must follow national security procedure.						
Has the applicant asked for any information to be kept confidential?		√				
If yes you must follow confidentiality procedures.						
Have all applicant details been entered into IT system?	√					
Has the correct application form been used?	√					

### Application form Part A - Surrender permit

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Section 1 application type shown?	√					
Section 2 complete?		√				
Are there pre-application records to go with this application?			√			
Does the pre-application record show that it is a site of high public interest or have you been told it is high public interest?			√			
If yes let your team leader know about it and attach any email, memo etc. to						



this checklist.

<b>Section 3 Are the basic applicant details completed?</b>	√					
<b>If application is from a company are they registered with Company House? Do Current Appointments Check</b>	√					
<b>Print record and attach to this list.</b>						
<b>Section 4 complete?</b>	√					
<b>Section 5 site address and grid reference complete?</b>			√			
<b>PARTIAL SURRENDERS ONLY</b>			√			
<b>Section 5 site plan or plans listed and enclosed?</b>						
<b>site address and grid reference</b>			√			

**Application form Part E - surrender**  
**Action**

	yes	no	n/a	Info requested	Date due	Date rec'd
<b>Section 1 complete?</b>	√					
<b>Section 2 complete?</b>	√					
<b>Section 3 part surrender only Table complete and documents enclosed as applicable?</b>			√			
<b>Section 4 complete and documents enclosed?</b>	√					

**Application form Part C for partial surrenders only**  
**Action**

	yes	no	n/a	Info requested	Date due	Date rec'd
<b>Section 1 all tick boxes and tables completed as applicable and documents enclosed?</b>			√			
<b>If applicable is section 1d complete - asking for consolidation of permits?</b>			√			
<b>Section 2 - tables completed as applicable?</b>			√			
<b>Section 3 – tables completed as applicable?</b>			√			
<b>Section 5 and 6 – documents enclosed as applicable?</b>			√			
<b>Section 7 if applicable landfill only documents enclosed?</b>			√			
<b>Appendices completed as applicable?</b>			√			

**Payment checks - application form**

**Part F**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Section 1 if applicable Table completed for each facility?	√					
Section 2 table complete?	√					
Section 3 payment type shown? BACS, cheq or credit card	√			Cheque		
Charge supplied?	√					
Charge supplied match amount stated on application?	√					
Amount £ 2706						
Cheque no. 008516						
Acknowledgement of cheque sent to applicant(If Requested) ? Date:						

**Application Form Part F – declaration and document summary**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Is the declaration complete?	√					
If Partnership all partners must sign.						
All documents listed are mentioned in application form and enclosed in pack?	√					

**Complete the PSC Notes box and time recording table Send to Technical officer.**

**PSC NOTES** Use this box to record conversations with the applicant, detailed reasons why the application cannot be duly made and any subsequent correspondence or actions. State your name & date of action.

The company applied as Ocyt 4 Ltd but they exist on Regis as Glynwed Steels & Engineering Ltd which is their previous name.

## Technical officer checks

### Completeness and Pre-application

Q	Action	Yes	No	Notes
1.	Have all the administrative checks been done?			If yes, continue to Q2. If no return to PSC to obtain missing information. Applications must be complete before duly making can begin.
1a	Have any issues been raised in administrative checks?			
2.	Has the applicant requested National Security? (part F Q5)			If yes, follow guidance: <a href="http://intranet/ams_document_library/2008/201_250/201_08.doc">http://intranet/ams_document_library/2008/201_250/201_08.doc</a> If no go to Q3.
3.	Has the applicant requested Confidentiality?			If yes, follow guidance: <a href="http://intranet/ams_document_library/2008/201_250/202_08.doc">http://intranet/ams_document_library/2008/201_250/202_08.doc</a> If no continue to Q4.
4.	Has there been a pre-application meeting? (part A Q2)			Check EDRM.

### Technical Checks

Q	Action	Yes	No	N/a	Notes
5.	Is the Facility Tier 2?				If yes go to Q8. If no application is Tier 3 go to Q 6.
6.	Has an OPRA score been provided?				If no, NOT DULY MADE. If yes go to Q7.
7.	Is the OPRA score provided correct?				Check what's in my back yard and EM (pre app info) where necessary. If no NOT DULY MADE.
8.	Has the applicant paid the Correct Fee?				Use EP 08/09 fees and charging scheme and guidance. If no NOT DULY MADE.
8a	Low impact installation only:				
9.	Has the applicant provided all the information necessary from the list of required documents below?				If No, NOT DULY MADE.

### List of documents we need for Full Surrender

	Bespoke
Low risk surrender – evidence of agreement with area officer?	
Site Condition Report (part A Q5d)	

### List of documents we need for Partial Surrender

	Bespoke
Low risk surrender – evidence of agreement with area officer?	
Site Condition Report (part A Q5d)	
Plan Showing remaining permit outlined in Green	

### Applicant details

Q	Action	Yes	No	N/a	Notes
10.	Has the correct person signed the form? (part F, Q6)				Check relevant persons list
11.	Has the correct applicant applied?				Check REGIS and EDRM on maintenance apps
12.	If there is more than one operator of the facility has each operator submitted their application?				If Yes, Make sure you have all applications and duly make together. Refer to guidance and contact SPO.
13.	If the applicant has indicated that it is a staged application have all the stages been submitted?				If Yes, Refer to guidance and contact SPO.

### Decision and actions required

	Action	Yes	No	Date	Notes
14.	Are all the technical checks complete and are you satisfied that the technical information is sufficient to allow the application to proceed to determination?				If yes, continue to Q18 If no, go to Q16 NOT DULY MADE
15.	Have you requested a NOT DULY MADE Letter from PSC?				Record date requested, add details of request in notes box below save to EDRM. Go to Q17
16.	Has the requested information been received within the 10 days allowed?				If Yes, go to Q15 If No RETURN APPLICATION, go to Q19

- |   |  |
|---|--|
| <p>17. Do we need to advertise the application?</p> <p>I.e. Bespoke, substantial variations, varying from waste facility to installation and high public interest sites</p> | <p>If yes, include in e-mail to PSC confirming Duly made status.</p> <p>For high public interest contact TL.</p> |
|---|--|

18.	Email PSC to confirm Duly Made or Return				Email Title: L&TXXXX Duly Made/Return. If return state you would like fees returned with application.
19.	EPP Unit Time Recording				Record total time spent by all officers duly making application.
20.	Save this document to EDRM				Ref: Duly Making Technical Check Sheet

Complete the decision summary, any notes and officer log. Return the list to the PSC.

---

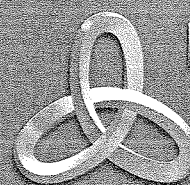
**DM NOTES** Use this box to record conversations with the applicant, detailed reasons why the application cannot be duly made and any subsequent correspondence or actions. State your name & date of action.

Name dd/mm/yy

Niagara  
Peartree Lane  
Woodside  
Dudley  
DY2 0QS  
England

Tel: +44 (0)121 506 7500  
Fax: +44 (0)121 506 7501  
Email: hotrolled@niag.com

www.niag.com



niagara

Hot Rolled

19 June 2009

Environment Agency  
Permitting Support Centre  
PO BOX 4209  
Sheffield  
S9 9BS

22 JUN 2009

Dear Sirs

Please find enclosed our application to surrender Waste Management Licence EAWML/42188. As per the latest EPA Version, I enclose five copies of all documents. A cheque for £2706.00 is also enclosed.

I hope that this is all in order.

Thanking you for your kind attention.

Yours faithfully

**D Jones**  
Operations Director

# Application for an environmental permit Part A



Environment  
Agency

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

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

## Contents

- 1 About your application
- 2 Discussions before your application
- 3 About you
- 4 Who can we contact about your application?
- 5 The site
- 6 Your ability as an operator
- 7 Consultation (applications for bespoke site permits only)
- 8 How to contact us

### 1 About your application

What is this application for?

A new permit (parts A, B and F of the application form) ☐  
Give the reference numbers of any other environmental permits for this site.

A variation (change) to an existing permit (parts A, C and F of the application form) ☐  
What is the reference number of the permit you want to vary?

Give the reference numbers of any other environmental permits for this site.

To transfer all or part of an existing permit (parts A, D and F of the application form) ☐  
What is the reference number of the permit you want to transfer?

To surrender (give up) all or part of a permit (parts A, E and F of the application form) ☒  
What is the reference number of the permit you want to surrender?

EA WML/42188

### 2 Discussions before your application

If you have had discussions with us before your application, provide the case reference number

### 3 About you

Are you applying as:

- an individual? ☐  
an organisation of individuals (for example, a partnership)? ☐  
a public body? ☐  
a registered company or other corporate body? ☒

### 3 About you, continued

#### 3a Details of each applicant

Name of the partnership, public body, company or corporate body

OCYTA LTD

#### 3b Applications from individuals only

Name

Title

First name

Last name

Position

Date of birth (DD/MM/YYYY)

Name

Title

First name

Last name

Position

Date of birth (DD/MM/YYYY)

If necessary, use a separate sheet to provide details of any other people.

#### 3c Applications from registered companies only

Company registration number

152365

Date the company was registered (DD/MM/YYYY)

23/12/1918

Country the company is registered in

UNITED KINGDOM

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status.

Document reference

**3 About you, continued****3d Your main (registered office) address**

Contact name

Title

First name

Last name

Address

Postcode

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

**3e Main UK business address if different from above**

Contact name

Title

First name

Last name

Address

Postcode

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

**3f Invoice address**

Contact name

Title

First name

Last name

**3 About you, continued**

Address

Postcode

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

**4 Who can we contact about your application?**The person named in section 3 above ☐

Other

Title

First name

Last name

Position

Address

Postcode

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

**5 The site**

This section does not apply if you are:

- making an application for mobile plant;
- transferring a whole permit; or
- surrendering a whole permit.

**For all other applications****5a Provide the name and address of the site**

Name



## 5 The site, continued

Same address as in section 3 above ☐

or

Different address

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode \_\_\_\_\_

### 5b Provide the national grid reference

\_\_\_\_\_ For example, ST 12345 67890

### 5c Provide a plan or plans for the site

Document reference (or references)

\_\_\_\_\_

### 5d Provide the relevant sections of a site condition report if this applies (see the site condition report guidance)

Document reference

\_\_\_\_\_

### Variations only

#### 5e Do any of the variations you plan to make need additional (extra) land to be included in the permit?

No ☐

Yes ☐

If yes, provide the following.

Site report for the additional land

Document reference (or references)

\_\_\_\_\_

Detailed plans of changes to the existing situation.

Document reference (or references)

\_\_\_\_\_

## 6 Your ability as an operator

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

### 6a Who are the relevant people?

Name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

## 6 Your ability as an operator, continued

Position

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

Name

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Position

\_\_\_\_\_

Date of birth (DD/MM/YYYY)

\_\_\_\_\_

If necessary, use a separate sheet to provide details of any other relevant people.

### 6b Relevant offences

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

No ☐

Yes ☐

If yes, give details below.

Position at the time of the offence

\_\_\_\_\_

Name of the relevant person

Title \_\_\_\_\_

First name \_\_\_\_\_

Last name \_\_\_\_\_

Name of the court

\_\_\_\_\_

Date of the conviction (DD/MM/YYYY)

\_\_\_\_\_

Offence and penalty set

\_\_\_\_\_

\_\_\_\_\_

Date any appeal against the conviction will be heard (DD/MM/YYYY)

\_\_\_\_\_

If necessary, use a separate sheet to provide details of other relevant offences.

### 6c Technical ability

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

\_\_\_\_\_



## 7 Consultation (applications for bespoke site permits only), continued

**7d Are there any European sites, as defined by regulation 10 of the Conservation (Natural Habitats etc.) Regulations 1994, which could be affected by emissions from the installation or waste facility?**

No ☐

Yes ☐

If yes, please give the names of the sites.

### Installation applications only:

**7e In which health-authority area is the installation based?**

(Give names of all authorities if the site is on a boundary.)

**7f Could the installation involve releasing any substance into any of the following?**

**7f1 A sewer managed by a sewerage undertaker?**

No ☐

Yes ☐

If yes, please name the sewerage undertaker.

**7f2 A harbour managed by a harbour authority?**

No ☐

Yes ☐

If yes, please name the harbour authority.

**7f3 Directly into relevant territorial waters or coastal waters within the sea fisheries district of a local fisheries committee?**

No ☐

Yes ☐

If yes, please name the fisheries committee.

### For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

## 7 Consultation (applications for bespoke site permits only), continued

**7g Is the installation on a site for which:**

**7g1** a nuclear site licence is needed under section 1 of the Nuclear Installations Act 1965?

No ☐

Yes ☐

**7g2** a policy document for preventing major accidents is needed under Regulation 5 of the Control of Major Accident Hazards Regulations 1999, or a safety report is needed under Regulation 7 of those regulations?

No ☐

Yes ☐

## 8 How to contact us

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

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Minicom: 08702 422549 (Monday to Friday, 8am to 6pm)

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

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

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

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



Payment received?

No ☐

Yes ☐

Amount received

£





# Application for an environmental permit Part F



**Fill in this part for all applications.**

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

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

## Contents

- 1 OPRA scores (does not apply to standard operations)
- 2 Working out charges
- 3 Payment
- 4 The Data Protection Act 1998
- 5 Confidentiality and national security
- 6 Declaration
- 7 Application checklist
- 8 How to contact us
- 9 Where to send your application

## 1 OPRA scores (does not apply to standard operations)

Fill in the OPRA summary tables below for your current OPRA profiles at the time you make this application. Fill in one summary table for all installations and one for all waste facilities.

Summary of OPRA scores			
Installation or waste facility references:		EAWML/42188	
Complexity: Band	Number of activities	Band score	Charging score
A	1	10.00	10.00
B	0	0.00	0.00
C	0	0.00	0.00
D	0	0.00	0.00
E	0	0.00	0.00
Emissions:	Band	Band score	Charging score
Air	A	0.00	0.00
Water	A	0.00	0.00
Land	A	0.00	0.00
Sewer	A	0.00	0.00
Waste input	A	0.00	0.00
Off-site waste	A	0.00	0.00
Other:	Band	Band score	Charging score
Location	A	1.00	1.00
Operator's performance	D	14.00	14.00
Compliance rating	A	-3.00	-3.00
<b>Total OPRA charging score</b>			<b>22.00</b>

**2 Working out charges**

Type of application				
	Summary of charges			
Tier 2 facilities	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
Tier 3 facilities				
Total OPRA charging score for installations		× charge multiplier		=
Total OPRA charging score for waste operations	22	× charge multiplier	123.00	= 2,706.00
Other charges				
Technical competence assessment				
Total charges due				2,706.00

**3 Payment**

Tick below to show how you will make the payments.

- Cheque ☒  
 Postal order ☐  
 Cash ☐  
 Credit or debit card ☐  
 Electronic transfer (for example, BACS) ☐

**How to pay****Paying by cheque, postal order or cash****Cheque details**Cheque made payable to  
ENVIRONMENT AGENCY

Cheque number

008516

Amount

£ 2,706.00

You should make cheques or postal orders payable to 'Environment Agency' or 'Environment Agency Wales' as appropriate and they should be marked 'A/c Payee'.

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

We will **not** accept post-dated cheques.

We **do not** recommend sending cash through the post. If you cannot avoid this, please use a recorded-delivery postal service and enclose your application reference details.

**3 Payment, continued****Paying by credit or debit card**

We can accept payments by Visa, MasterCard or Maestro cards only.

Please fill in the following details:

Please take £ \_\_\_\_\_ from my account.

(Tick the appropriate box.)

MasterCard ☐

Maestro UK ☐

Visa ☐

Card number (the number on the front of your card, without any spaces)

Expiry date (MM/YY)

Start date (if this applies) (MM/YY)

Issue number (if this applies)

Security number

(This is the last three digits on the signature strip)

Cardholder's signature

Date (DD/MM/YYYY)

### 3 Payment, continued

#### Paying by electronic transfer

If you choose to pay by electronic transfer and you are applying for a permit in the EA Wales region you will need to use the following information to make your payment.

Company name: Environment Agency Wales  
 Company address: PO Box 663, Cardiff, CF24 0TP  
 Bank: Barclays Bank Plc  
 Address: 15 Queen Square, Bristol, BS1 4NP  
 Sort code: 20-13-42  
 Account number: 00440108  
 Payment reference number: xxxxxxxxxxxxxx

You should also email your payment details and payment reference number to [online@environment-agency.wales.gov.uk](mailto:online@environment-agency.wales.gov.uk) or fax it to 02920 466404.

If you are making your payment from outside the United Kingdom (which must be received in sterling) our IBAN number is GB42 BARC2013 4200 4401 08 and our SWIFTBIC number is BARC GB22.

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

If you choose to pay by electronic transfer and you are applying for a permit for another (English) region, you will need to use the following information to make your payment.

Company name: Environment Agency  
 Company address: Income Dept 311, PO Box 263, Peterborough, PE2 8YD  
 Bank: Barclays Bank Plc  
 Address: 15 Queen Square, Bristol, BS1 4NP  
 Sort code: 20-13-42  
 Account number: 20744646  
 Payment reference number: xxxxxxxxxxxxxx

You should also email your payment details and payment reference number to [banking@environment-agency.gov.uk](mailto:banking@environment-agency.gov.uk) or fax it to 01733 464892.

If you are making your payment from outside the United Kingdom (which must be received in sterling) our IBAN number is GB42 BARC2013 4220 7446 46 and our SWIFTBIC number is BARC GB22.

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

Now read section 4 below.

### 4 The Data Protection Act 1998

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

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

We may also process or release the information to:

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

We may pass the information on to our agents or representatives to do these things for us.

Now read section 5 below.

### 5 Confidentiality and national security

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

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

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

Please treat the information in my application as confidential.



I believe that including my information in the public register would not be in the interests of national security. ☐

Now fill in section 6.





## APPENDIX 1

### SITE REPORT

The licensed area has not been used since 1997 when the Acid Pickling Process was discontinued in favour of a Shot blasting Process. This removed the need for Acid Storage and Treatment and the process was therefore discontinued with the plant being cleared of waste.

The equipment stood on a concrete floor from the date of installation, and inspection of this shows no evidence of any contamination. The area is regularly inspected by ourselves and is still subject to periodic Inspection by Mr C.J.A.Hall of the Environment Agency. No contamination has been reported.

The process will now never be restarted and the decision has been taken to surrender the licence.

D Jones  
Operations Director

## **APPENDIX 2**

### **STEPS TAKEN TO AVOID POLLUTION**

The Installation was built on a concrete floor; therefore contamination would not penetrate through.

Post cessation of operations the concrete floor was swept and inspected with no evidence of contamination found.

Periodic Inspections of the area have taken place since 1997 both by our own personnel and the Environment Agency.

There is no history of contamination occurring during operation of the plant.

D Jones  
Operations Director

# Environmental Permitting: surrender application receipt and duly made checklist

Items in Blue to be completed by PSC  
 Items in Green to be completed by DM Team  
 Items in **Bold** are required for duly making .  
 Complete all dates dd/mm/yy.

## Application details

Log and track no.	LT 4685
EPR application number	EA/EPR/RP3396FX/S001
EPR permit no. if issued	
EAWML or PAS no.	
EAWML dummy ref for waste operations in PAS Twinned Apps	EAWML 42188
Applicant Name	Ocyt 4 Ltd (Glynwed Steels & Engineering Ltd on REGIS)
Facility name	Victoria Steelworks, Bull Lane, Moxley, Wednesbury, West Midlands, WS10 8RS
Region	Midlands
EA Area	Central

## Dates

Date arrived in Environment Agency	22/06/09
Date arrived in PSC	22/06/09 – ack by phone
Date referred to NPT	
Date HiPi Sent to Area	
Date arrived in NPT	
Date duly made	
Date added to determination work queue	
Date returned from NPT to PSC	
Date returned to operator or deemed withdrawn	
Date operator sent duly made letter	
Date Sent to external Consultees	
Date sent to public register	
Date saved on to EDRM	

The duly made date is either

(i) the date the application was originally received at the Environment Agency in the event of no additional information being requested during the duly make process.

OR (ii) the date at which the final piece of additional information requested during the duly make process is received.

### Decision summary

Action	yes	no	N/A	date	comments
All administrative checks complete?	√			24/06/09	
All technical checks complete?					
Is the application duly made?					
If not duly made due to payment – request for payment made?					
Extra payment received?					
If not duly made – request for further information sent?					
Information received?					
Request Application return to applicant					
State Reason					
Application returned to applicant as not duly made?					
Application charge returned to applicant?					
Applicant withdrawal of application?					
Has any overpayment been refunded?					

### Final admin checks

Have all documents been scanned into EDRM?				
Have all documents other than those that have been accepted as confidential or relate to national security been placed on the public register?				

Items to be included in letter to ask for more information:-

**NOTES** Use this box to record conversations with the operator, detailed reasons why the application cannot be duly made and any subsequent correspondence or actions. State your name & date of action.

Name dd/mm/yy

Items to be included in letter to ask for more information: None or list items

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**Officer log**

*Add more rows if you need them.*

	Name	Date	Time spent (mins)
Officer carrying out administrative checks	Beata Czech	24/06/2009	85
Other PSC Officer			
Other PSC Officer			
Officer carrying out technical checks			
Other NPT Officer			

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## Permitting Support Centre checks

EDRM	yes	no	Date complete	Officer name
5 complete paper copies of application or 4 with CD	√			
Grid reference	SO 97002 95723			
District Council	Walsall			
EA Catchment Area	Tame WMid Upp to Rea confl			

### Initial checks

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Does the application contain notification of national security issues?		√				
If yes you must follow national security procedure.						
Has the applicant asked for any information to be kept confidential?		√				
If yes you must follow confidentiality procedures.						
Have all applicant details been entered into IT system?	√					
Has the correct application form been used?	√					

### Application form Part A - Surrender permit

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Section 1 application type shown?	√					
Section 2 complete?		√				
Are there pre-application records to go with this application?			√			
Does the pre-application record show that it is a site of high public interest or have you been told it is high public interest?			√			
If yes let your team leader know about it and attach any email, memo etc. to						

this checklist.

**Section 3 Are the basic applicant details completed?** ✓

If application is from a company are they registered with Company House? Do Current Appointments Check	✓					
Print record and attach to this list.						
Section 4 complete?	✓					
Section 5 site address and grid reference complete?			✓			
<b>PARTIAL SURRENDERS ONLY</b>			✓			
Section 5 site plan or plans listed and enclosed?						
site address and grid reference			✓			

#### Application form Part E - surrender

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Section 1 complete?	✓					
Section 2 complete?	✓					
Section 3 part surrender only Table complete and documents enclosed as applicable?			✓			
Section 4 complete and documents enclosed?	✓					

#### Application form Part C for partial surrenders only

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Section 1 all tick boxes and tables completed as applicable and documents enclosed?			✓			
If applicable is section 1d complete - asking for consolidation of permits?			✓			
Section 2 - tables completed as applicable?			✓			
Section 3 – tables completed as applicable?			✓			
Section 5 and 6 – documents enclosed as applicable?			✓			
Section 7 if applicable landfill only documents enclosed?			✓			
Appendices completed as applicable?			✓			



**Payment checks - application form**

**Part F**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Section 1 if applicable Table completed for each facility?	√					
Section 2 table complete?	√					
Section 3 payment type shown?	√			Cheque		
BACS, cheq or credit card						
Charge supplied?	√					
Charge supplied match amount stated on application?	√					
Amount £ 2706						
Cheque no. 008516						
Acknowledgement of cheque sent to applicant(If Requested) ? Date:						

**Application Form Part F –  
declaration and document  
summary**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Is the declaration complete?	√					
If Partnership all partners must sign.						
All documents listed are mentioned in application form and enclosed in pack?	√					

**Complete the PSC Notes box and time recording table Send to Technical officer.**

**PSC NOTES** Use this box to record conversations with the applicant, detailed reasons why the application cannot be duly made and any subsequent correspondence or actions. State your name & date of action.

The company applied as Ocyt 4 Ltd but they exist on Regis as Glynwed Steels & Engineering Ltd which is their previous name.

## Technical officer checks

### Completeness and Pre-application

Q	Action	Yes	No	Notes
1.	Have all the administrative checks been done?			If yes, continue to Q2. If no return to PSC to obtain missing information. Applications must be complete before duly making can begin.
1a	Have any issues been raised in administrative checks?			
2.	Has the applicant requested National Security? (part F Q5)			If yes, follow guidance: <a href="http://intranet/ams_document_library/2008/201_250/201_08.doc">http://intranet/ams_document_library/2008/201_250/201_08.doc</a> If no go to Q3.
3.	Has the applicant requested Confidentiality?			If yes, follow guidance: <a href="http://intranet/ams_document_library/2008/201_250/202_08.doc">http://intranet/ams_document_library/2008/201_250/202_08.doc</a> If no continue to Q4.
4.	Has there been a pre-application meeting? (part A Q2)			Check EDRM.

### Technical Checks

Q	Action	Yes	No	N/a	Notes
5.	Is the Facility Tier 2?				If yes go to Q8. If no application is Tier 3 go to Q 6.
6.	Has an OPRA score been provided?				If no, NOT DULY MADE. If yes go to Q7.
7.	Is the OPRA score provided correct?				Check what's in my back yard and EM (pre app info) where necessary. If no NOT DULY MADE.
8.	Has the applicant paid the Correct Fee?				Use EP 08/09 fees and charging scheme and guidance. If no NOT DULY MADE.
8a	Low impact installation only:				
9.	Has the applicant provided all the information necessary from the list of required documents below?				If No, NOT DULY MADE.

### List of documents we need for Full Surrender

	Bespoke
Low risk surrender – evidence of agreement with area officer?	
Site Condition Report (part A Q5d)	

### List of documents we need for Partial Surrender

	Bespoke
Low risk surrender – evidence of agreement with area officer?	
Site Condition Report (part A Q5d)	
Plan Showing remaining permit outlined in Green	

### Applicant details

Q	Action	Yes	No	N/a	Notes
10.	Has the correct person signed the form? (part F, Q6)				Check relevant persons list
11.	Has the correct applicant applied?				Check REGIS and EDRM on maintenance apps
12.	If there is more than one operator of the facility has each operator submitted their application?				If Yes, Make sure you have all applications and duly make together. Refer to guidance and contact SPO.
13.	If the applicant has indicated that it is a staged application have all the stages been submitted?				If Yes, Refer to guidance and contact SPO.

### Decision and actions required

	Action	Yes	No	Date	Notes
14.	Are all the technical checks complete and are you satisfied that the technical information is sufficient to allow the application to proceed to determination?				If yes, continue to Q18  If no, go to Q16 NOT DULY MADE
15.	Have you requested a NOT DULY MADE Letter from PSC?				Record date requested, add details of request in notes box below save to EDRM. Go to Q17
16	Has the requested information been received within the 10 days allowed?				If Yes, go to Q15  If No RETURN APPLICATION, go to Q19

- |   |  |
|---|--|
| <p>17. Do we need to advertise the application?</p> <p>I.e. Bespoke, substantial variations, varying from waste facility to installation and high public interest sites</p> | <p>If yes, include in e-mail to PSC confirming Duly made status.</p> <p>For high public interest contact TL.</p> |
|---|--|

18.	Email PSC to confirm Duly Made or Return				Email Title: L&TXXXX Duly Made/Return. If return state you would like fees returned with application.
19.	EPP Unit Time Recording				Record total time spent by all officers duly making application.
20.	Save this document to EDRM				Ref: Duly Making Technical Check Sheet

Complete the decision summary, any notes and officer log. Return the list to the PSC.

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**DM NOTES** Use this box to record conversations with the applicant, detailed reasons why the application cannot be duly made and any subsequent correspondence or actions. State your name & date of action.

Name dd/mm/yy