

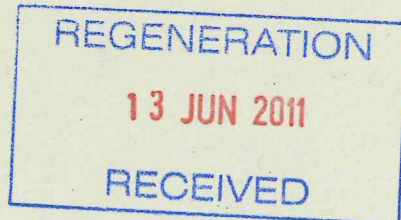
creating a better place



Pollution Control, Engineering and Transportation Services
Walsall Council
2nd Floor Civic Centre
Darwall Street
Walsall
WS1 1DG

Our ref:
EPR/ZP3395VM/A001

Date: 8th June 2011



Dear Sir or Madam

Environmental permit application documents for the public register

Application reference: EPR/ZP3395VM/A001 (EAWML 102901)

Operator: Sarah Fletcher

Facility: Just Renaults, 53 Midland Road, Walsall, WS1 3QQ

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

If you have any questions please phone me on 0114 2800 650 or email psc@environment-agency.gov.uk.

Yours faithfully

A handwritten signature in blue ink, appearing to read "Joel Robson".

Joel Robson
Permit Support Centre



Public register transmission sheet

Application reference: EPR/ZP3395VM/A001 (EAWML 102901)

Operator: Sarah Fletcher

Facility: Just Renaults, 53 Midland Road, Walsall, WS1 3QQ

Document type

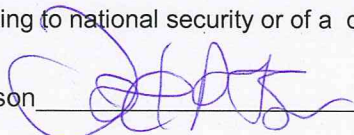
	Attached (✓)	Date created or received by us	No of sheets
Application for permit	✓	19/05/11	
Application for variation		/ /	
Application for Surrender		/ /	
Application for transfer		/ /	
Notice requesting further information		/ /	
Additional information supplied by applicant		/ /	
Representations made in respect of permit or variation application		/ /	
Environmental permit, variation, transfer or surrender granted*		/ /	
Determination and decision document		/ /	
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		/ /	
Other (specify) copy of 'Duly Made' letter, checklist	✓	08/06/11	

* Delete as appropriate

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

Date sent to Register 08/06/11

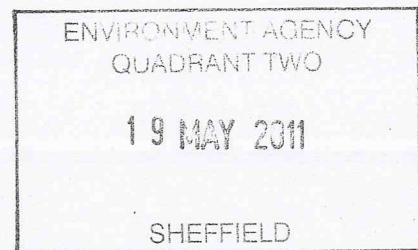
Signature of person sending to Public Register Joel Robson



JUST RENAULTS
53 MIDLAND ROAD
WALSALL
WEST MIDLANDS
WS1 3QQ

18/5/2011

ENVIRONMENT AGENCY
QUADRANT 2
99 PARKWAY AVENUE
SHEFFIELD
S9 4WF



Dear Sirs

Please find attached my completed application forms for waste management licence and my cheque for the fee of £1590.

This is to replace existing licence # H0216 which belonged to my husband who has passed away.

Any problems please contact my local officer Warren Heneker on 07802 330229 who has all the information on this case and who has already been a great deal of help to me.

Yours faithfully

SL Heneker

SL HENEKER

Application for an environmental permit Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or want to transfer an existing permit to yourself.

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

Note: if you believe including information on a public register would not be in the interests of national security you must tick the box in section 5 of F1 or F2 and enclose a letter telling us that you have told the Secretary of State/Welsh ministers. We will not include the information in the public register unless directed otherwise.

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

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

Contents

- 1 About you
- 2 Applications from an individual
- 3 Applications from an organisation of individuals
- 4 Applications from public bodies
- 5 Applications from companies
- 6 Your address
- 7 Contact details
- 8 How to contact us

1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

An organisation of individuals (for example, a partnership)

A public body

A registered company or other corporate body

- ☒ Now go to section 2
☐ Now go to section 3
☐ Now go to section 4
☐ Now go to section 5

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

MRS TRADING AS
SARAH JUST RENAULTS
FLETCHER
26/2/1972

3 Applications from an organisation of individuals

3a Type of organisation

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

3 Applications from an organisation of individuals, continued

Last name

Date of birth (DD/MM/YYYY)

Now go to section 6

4 Applications from public bodies

4a Type of public body

For example, NHS trust, local authority, English county council

4b Name of the public body

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies

5a Name of the company

5b Company registration number

Date of registration (DD/MM/YYYY)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference

Now go to section 6

6 Your address

6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

MRS
SARAH
FLETCHER TA JUST RENAULT.
53 MIDLAND ROAD
WALSALL
WEST MIDS
WS1 3QQ
01922 632261
01922 632262
07720 404594
justrenault@hotmail.com

Document reference for the extra sheet

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

This can be someone acting as a consultant or an 'agent' for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

7b Who can we contact about your operation (if different from question 7a)?

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7c Who can we contact about your billing or invoice?

As in question 7a

As in question 7b

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

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

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

Textphone: 08702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: 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.

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

GARREN HENEFER (MY EA OFFICER) HAS BEEN
VERY HELPFUL IN THIS APPLICATION

How long did it take you to fill in this form?

10 mins

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

☐

No thank you

☒

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£ _____

Application for an environmental permit Part B1 – Standard facilities permit



Environment
Agency

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

Please note we cannot issue your permit for a relevant waste operation or mining waste facility until you have an appropriate planning consent. Please look at the guidance for this part for more information.

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

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

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

Contents

- 1 About the permit
- 2 About the site
- 3 About this application
- 4 General information
- 5 Planning status
- 6 Your ability as an operator
- 7 How to contact us
- Appendix 1 – Low impact installation checklist
- Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations

1 About the permit

1a Customer reference number

What is your customer reference number?

If you do not have a customer reference number, leave this blank.

The customer reference number is a unique identification number which tells us who you are. It is always made up of one letter and nine numbers in this order A111111111.

EXISTING LICENCE # EA
WML 40216

1b Discussions before your application

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

Case or document reference for the extra sheet

EA WML 40216

1c Is the permit for a site or for mobile plant?

Site

☒ Now go to section 2

Mobile plant

☐ Now go to section 3

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

2 About the site

2a What is the site name, address, postcode and national grid reference?

Site name

JUST REVAULTS

Address

53 MIDLAND ROAD

WALSALL

WEST MIDLANDS

Postcode

WS1 3QQ

National grid reference for the site

(for example, ST 12345 67890)

SP 00926 98173

2b What is the regulated facility type for the site (if only one)?

Note: if you are applying for more than one regulated facility then go to 2c.

Installation

☐

Waste operation

☒

2 About the site, continuedMining waste operation ☐Water discharge activity ☐Groundwater activity ☐

What is the national grid reference for the regulated facility (if only one)? (See the guidance notes on part B1 and note the different requirement for water discharge activities.)

As in 2a above ☐Different from that in 2a ☐ Please fill in the national grid reference below

National grid reference for the regulated facility

Now go to Section 3

2c If there is more than one regulated facility on site what are their types and their grid references? (See guidance notes on part B1)**Regulated facility 1**

National grid reference

Installation ☐Waste operation ☐Mining waste operation ☐Water discharge activity ☐Groundwater activity ☐**Regulated facility 2**

National grid reference

Installation ☐Waste operation ☐Mining waste operation ☐Water discharge activity ☐Groundwater activity ☐

Use a separate sheet if you have a long list of regulated facilities, and send it to us with your application form. Tell us below the reference you have given this separate sheet.

Document reference for this separate sheet

2d Low impact installations

Are any of the regulated facilities low impact installations?

No ☒ Now go to section 3Yes ☐ Please tell us how you meet the conditions for a low impact installation and send it to us with your application form. Tell us below the reference you have given this (see appendix 1 in the guidance notes on part B1).

Document reference

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

Now go to section 3

3 About this application**3a Standard facilities**

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

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

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

Standard rule description	Tonnes per annum (tpa)	Standard rule reference (office use only)
Household, commercial and industrial waste transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2008No1 75kte
Household, commercial and industrial waste transfer station (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2008No2 5kte
Household, commercial and industrial waste transfer station with treatment	Less than 75,000 tpa <input type="checkbox"/>	SR2008No3 75kte
Household, commercial and industrial waste transfer station with treatment (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2008No4 5kte

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

Standard rule description	Tonnes per annum (tpa)	Standard rule reference (office use only)
Household, commercial and industrial waste transfer station with asbestos storage	Less than 75,000 tpa <input type="checkbox"/>	SR2008No5 75kte
Household, commercial and industrial waste transfer station with asbestos storage (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2008No6 5kte
Household, commercial and industrial waste transfer station with treatment and asbestos storage	Less than 75,000 tpa <input type="checkbox"/>	SR2008No7 75kte
Household, commercial and industrial waste transfer station with treatment and asbestos storage (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2008No8 5kte
Asbestos waste transfer station	Less than 3,650 tpa <input type="checkbox"/>	SR2008No9 3650te
Inert and excavation waste transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2008No10 75kte
Inert and excavation waste transfer station with treatment	Less than 75,000 tpa <input type="checkbox"/>	SR2008No11 75kte
Non hazardous household waste amenity site	Less than 75,000 tpa <input type="checkbox"/>	SR2008No12 75kte
Non hazardous and hazardous household waste amenity site	Less than 75,000 tpa <input type="checkbox"/>	SR2008No13 75kte
Materials recycling facility	Less than 75,000 tpa <input type="checkbox"/>	SR2008No14 75kte
Materials recycling facility (no building)	Less than 5,000 tpa <input type="checkbox"/>	SR2008No15 5kte
Composting in open windrows	Less than 75,000 tpa <input type="checkbox"/>	SR2008No16 75kte
Composting in closed vessels	Less than 75,000 tpa <input type="checkbox"/>	SR2008No17 75kte
Mechanical biological treatment (MBT)	Less than 75,000 tpa <input type="checkbox"/>	SR2008No18 75kte
Sewage sludge treatment	Less than 250,000 tpa <input type="checkbox"/>	SR2008No19 250kte
Vehicle depollution	Less than 75,000 tpa <input checked="" type="checkbox"/>	SR2008No20 75kte
Metal recycling site	Less than 75,000 tpa <input type="checkbox"/>	SR2008No21 75kte
Storage of furnace ready scrap metal for recovery	Less than 75,000 tpa <input type="checkbox"/>	SR2008No22 75kte
Waste electrical and electronic equipment (WEEE) treatment facility	Less than 75,000 tpa <input type="checkbox"/>	SR2008No23 75kte
Clinical waste and healthcare waste transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2008No24 75kte
Clinical waste and healthcare waste treatment and transfer station	Less than 75,000 tpa <input type="checkbox"/>	SR2008No25 75kte
Remediation of land mobile plant	Tonnes per annum does not apply <input type="checkbox"/>	SR2008No27 Rem MP
Pet cemetery	Tonnes per annum does not apply <input type="checkbox"/>	SR2009No1
Low impact Part A installation	Tonnes per annum does not apply <input type="checkbox"/>	SR2009No2
Low impact Part A installation for the production of biodiesel	No more than 2,000 tpa <input type="checkbox"/>	SR2009No3
Combustion of biogas in engines at a sewage treatment works	Tonnes per annum does not apply <input type="checkbox"/>	SR2009No4
Inert and excavation waste transfer station	Less than 250,000 tpa <input type="checkbox"/>	SR2009No5
Inert and excavation waste transfer station with treatment	Less than 250,000 tpa <input type="checkbox"/>	SR2009No6
Storage of furnace ready scrap metal for recovery	Less than 1,000,000 tpa <input type="checkbox"/>	SR2009No7
The management of inert extractive wastes at mines and quarries (and appendix 2; see below)	Tonnes per annum does not apply <input type="checkbox"/>	SR2009No8
Discharge to surface water: cooling water and heat exchangers	Max volume 1,000 cubic metres per day <input type="checkbox"/>	SR2010No2
Discharge to surface water: secondary treated domestic sewage	Max volume between 5 and 20 cubic metres per day <input type="checkbox"/>	SR2010No3

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

Standard rule description	Tonnes per annum (tpa)	Standard rule reference (office use only)
Mobile plant for land spreading	Spreading of waste for agricultural or ecological benefit. Up to 10 wastes types 50 hectares per deployment <input type="checkbox"/>	SR2010No4
Mobile plant for reclamation, restoration or improvement of land	Spreading of waste to create a soil profile. Up to 10 wastes types per hectare over 50 hectares <input type="checkbox"/>	SR2010No5
Mobile plant for land spreading of sewage sludge	Deployment max 250 tonnes per hectare over 50 hectares <input type="checkbox"/>	SR2010No6
Use of waste in construction	Less than 50,000 tonnes per site <input type="checkbox"/>	SR2010No7
Use of waste in construction	Less than 100,000 tonnes per site <input type="checkbox"/>	SR2010No8
Use of waste for reclamation, restoration or improvement of land	Less than 50,000 tonnes per site <input type="checkbox"/>	SR2010No9
Use of waste for reclamation, restoration or improvement of land	Less than 100,000 tonnes per site <input type="checkbox"/>	SR2010No10
Mobile plant for the treatment of waste to produce soil, soil substitutes and aggregate	Less than 75,000 tonnes per deployment <input type="checkbox"/>	SR2010No11
Treatment of waste to produce soil, soil substitutes and aggregate	Less than 75,000 tonnes per year <input type="checkbox"/>	SR2010No12
Use of waste to manufacture timber and construction products	Less than 75,000 tonnes per year <input type="checkbox"/>	SR2010No13
Composting biodegradable waste	Open and contained systems. Less than 500 tonnes on site at any one time <input type="checkbox"/>	SR2010No14
Anaerobic digestion facility including use of the resultant biogas	Less than 75,000 tonnes per year <input type="checkbox"/>	SR2010No15
On-farm anaerobic digestion facility including use of the resultant biogas	Less than 75,000 tonnes per year <input type="checkbox"/>	SR2010No16
Storage of digestate from anaerobic digestion plant	Less than 75,000 tonnes storage at any one time <input type="checkbox"/>	SR2010No17
Discharge to land: enzyme treated sheep dip	5 cubic metres per day <input type="checkbox"/>	SR2010No19
Composting biodegradable waste (in open and contained systems)	Open and contained systems. Less than 500 tonnes on site at any one time <input type="checkbox"/>	SR2011 No1_500t
Metal recycling site	Less than 25,000 tonnes per site <input type="checkbox"/>	SR2011 No2
Vehicle storage, depollution and dismantling (authorised treatment) facility	Less than 5,000 tonnes per site <input checked="" type="checkbox"/>	SR2011 No3
Treatment of waste wood for recovery	Less than 75,000 tonnes per site <input type="checkbox"/>	SR2011 No4

3b SR 2009No8 Management of inert extractive wastes at mines and quarries

If you are applying for a standard permit for a mining waste operation, tick the box to confirm that you have filled in the waste management plan checklist in appendix 2

☐

3 About this application, continued

3c SR 2010Nos 7, 8, 9 and 10 Deposit for recovery purposes (see guidance notes on part B1)

3c1 Are you applying for a waste recovery activity involving the permanent deposit of waste on land for construction or land reclamation?

No ☐

Yes ☐

3c2 Have we told you during pre application discussions that we believe the activity is waste recovery?

No ☐

Yes ☐

3c3 Have there been any changes to your proposal since the pre application discussion?

No ☐

Yes ☐

3c4 Please send us a copy of your waste recovery plan that complies with Regulatory Guidance Note 13. You need to highlight any changes you have made since the pre application discussions. Also, below, give us the reference you have given the document with your justification.

Document reference

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

Give the UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007) code which best describes the main activity leading to this discharge.

For private domestic dwellings use Z for section and A for class.

Section

Class or sub class

4 General information (not mobile plant)

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

Document plan reference or references

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

Document report reference

5 Planning status

For relevant waste operations (but not mobile plant) and relevant mining waste facilities only.

Tick which situation applies to you. Do not fill in this section if you are making an application for mobile plant.

I have planning permission



I have a certificate of lawful existing use or development



I have an established use certificate



The General Permitted Development Order 1995 applies



I do not need planning permission (please provide proof)



I have applied for planning permission but have not yet had a decision (you can still apply but we will not issue your permit until you can give us proof that you have got the permission you need)



Name of the planning authority

Give us a copy of the relevant planning application or permission.

Document reference of this copy

SEE DOC # EA WML
40216

6 Your ability as an operator

6a Relevant offences (installations and waste operations only – see guidance notes on part B1)

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

No ☒

Yes ☐ Please give details below

6 Your ability as an operator, continued

Name of the relevant person

Title (Mr, Mrs, Miss and so on)

First name

Last name

Date of birth (DD/MM/YYYY)

Position held at the time of the offence

Name of the court where the case was dealt with

Date of the conviction (DD/MM/YYYY)

Offence and penalty set

Date any appeal against the conviction will be heard

(DD/MM/YYYY)

If necessary, use a separate sheet to give us details of other relevant offences (and post conviction plans if relevant) and tell us below the reference number you have given the extra sheet.

Document reference of the extra sheet

For specified waste activities only

Have you sent us a post conviction plan for this offence?

No ☐ You must send us a post conviction plan with this application and give us the document reference below

Document reference

Yes ☐ Please give us the reference for the post conviction plan you have sent and the date sent in

Post conviction reference plan

Date sent in (DD/MM/YYYY)

Now go to question 6b

6b Technical ability (relevant waste operations only – see the guidance notes on part B1)

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

Document reference or references for the evidence you provide to show you are keeping to your chosen scheme

Now go to question 6c

6c Finances (installations, waste operations and mining waste operations only)

Have you or any relevant person ever been made bankrupt or had insolvency proceedings taken against you?

No ☒

Yes ☐ Please give details below

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

Plain English Campaign's Crystal Mark does not apply to appendices 1 and 2.**Appendix 1 – Low impact installation checklist**

Installation reference				
Condition	Response			Do you meet the condition?
A – Management techniques	Provide references to show how your application meets condition A.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
B – Aqueous waste	Effluent created		m ³ /day	Yes <input type="checkbox"/> No <input type="checkbox"/>
C – Abatement systems	Provide references to show how your application meets condition C.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
D – Groundwater	Do you plan to release any hazardous substances or non hazardous pollutants into the ground?		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
E – Producing waste	Hazardous waste		Tonnes per year	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Non hazardous waste		Tonnes per year	
F – Using energy	Peak energy consumption		MW	Yes <input type="checkbox"/> No <input type="checkbox"/>
G – Preventing accidents	Do you have appropriate measures to prevent spills and major releases of liquids? (See 'How to comply'.)		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Are you applying to store or use any substance which is dangerous to the environment (as defined in the COMAH regulations) above 10% of the lower tier threshold?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Provide references to show how your application meets condition G.			
	References			
H – Noise	Provide references to show how your application meets condition H.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
I – Emissions of polluting substances	Provide references to show how your application meets condition I.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
J – Odours	Provide references to show how your application meets condition J.			Yes <input type="checkbox"/> No <input type="checkbox"/>
	References			
K – History of keeping to the regulations	Say here whether you have been involved in any enforcement action as described in Compliance History Appendix 1 explanatory notes.		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Appendix 2 – Waste management plan checklist for standard permit applications for mining waste operations**Waste management plan checklist for standard rules SR2009No8 – the management of inert wastes and unpolluted soil resulting from the prospecting, extraction, treatment and storage of mineral resources and the working of quarries, at mines and quarries**

Name of operator _____

Name of site _____

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

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

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

No ☐Yes ☐ Provide the number of inert mining waste facilities _____**Sector category**

Tick the correct category below:

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

Application for an environmental permit

Part F1 – Opra, charges and declarations



Environment
Agency

Fill in this part for all applications for installations, waste operations, mining waste operations and groundwater discharges onto land.

For applications for water discharge and point source groundwater discharge activities you need to fill in part F2 instead.

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

It will take less than two hours to fill in this part of the application form.

Contents

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1 Working out charges (you must fill in this section)

You have to submit an application fee with your application. You can find out the charge by either looking at the relevant standard rules permit page, the 'Making an application' webpage at <http://www.environment-agency.gov.uk/business/topics/permitting/32318.aspx>, or the current environmental permitting charging scheme on our website at www.environment-agency.gov.uk which sets out our charges under the Environmental Permitting Regulations. Please remember that the charges are revised on 1 April each year and that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Note: for Opra charged Tier 3 Facilities you also need to complete the Opra profile detail in table 2.

Table 1 – Working out charges

Type of application	Summary of charges			
Tier 2 facilities	Charge identifier	Number of facilities	Charge for each facility (£)	Charges due (£)
	SR2008 A620	1	£1590	£1590
	SR2011 No 3			
Tier 3 facilities				
Total Opra charging score for installations (and fill in section 2)		× charge multiplier		=
Total Opra charging score for waste operations (and fill in section 2)		× charge multiplier		=
Total Opra charging score for mining waste facilities (and fill in section 2)		× charge multiplier		=
Other charges				
Total charges due				1590

2 Opra scores (does not apply to standard facilities, any other tier 2 permit applications (e.g. groundwater land spreading activities), or water-discharge or groundwater point source discharge activities)

Fill in table 2 below for your current Opra profiles at the time you make this application. Fill in

- one summary table for all installations;
- one for all waste facilities;
- one for all category A mining waste facilities and mining waste facilities for hazardous wastes.

For transfers you will need to submit a revised OPRA profile to include your own Operator performance. Note: this will not change the set transfer fee.

Table 2 – Summary of Opra scores

Activity references			
Complexity band	Number of activities (or individual mining waste facilities) within each band	Band score	Charging score
A			
B			
C			
D			
E			
Emissions	Band	Band score	Charging score
Air			
Water			
Land			
Sewer			
Waste input			
Offsite waste			
Other	Band	Band score	Charging score
Location			
Operator's performance			
Compliance rating (not applicable for new applications)			
Total Opra charging score			

If you are submitting a bespoke application, you must include a completed electronic copy in Excel of the current Opra spreadsheet.

3 Payment

Tick below to show how you have paid.

Cheque

Postal order

Cash

Credit or debit card

Electronic transfer (for example, BACS)



☐ Tick below to confirm you are enclosing cash with the application



☐ Remittance number _____

Date paid (DD/MM/YYYY) _____

How to pay

Paying by cheque, postal order or cash

Cheque details

Cheque made payable to

Cheque number

Amount

ENVIRONMENT AGENCY

100040

£ 1590 —

3 Payment, continued

You should make cheques or postal orders payable to 'Environment Agency' or 'Environment Agency Wales' as appropriate and make sure they have 'A/c Payee' written across them if it is not already printed on.

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

We will not accept cheques with a future date on them.

Note: we will process cheques once your application is confirmed as having been duly made – normally within 10 working days unless information is missing.

We do not recommend sending cash through the post. If you cannot avoid this, please use a recorded delivery postal service and enclose your application reference details. Please tick the box below to confirm you are enclosing cash.

I have enclosed cash with my application ☐

Paying by credit or debit card

If you are paying by credit or debit card, please fill in the separate form CC1 and enclose it with the application. We will destroy your card details once we have processed your payment. We can accept payments by Visa, MasterCard or Maestro card only.

Paying by electronic transfer BACS reference

Applying for a permit in **Wales**?

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: PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and a reference number to online@environment-agency.wales.gov.uk or fax it to 02920 466 404.

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

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

Applying for a permit in **England**?

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: PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPP (to reflect that the application is for a permitted activity) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to FSC-Income@environment-agency.gov.uk or fax it to 01733 464 892.

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

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

Now read section 4 below.

4 The Data Protection Act 1998

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

- deal with your application;

4 The Data Protection Act 1998, continued

- 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.

Only tick the box below if you wish to claim confidentiality for your application

Please treat the information in my application as confidential ☐

Tick the box below if you have written to the Secretary of State or Welsh ministers to claim national security for your application

I attach a letter stating that I have written to the Secretary of State or Welsh ministers explaining why my information should not be included on the public register for national security reasons ☐

Now go to section 6

* 6 Declaration

If you knowingly or carelessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2010.

A relevant person should make the declaration (see guidance notes on part F1).

If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

on behalf of (for example, if applying on behalf of a company – see guidance to this form)



MRS

SARAH

FLETCHER

PROPRIETOR

18/5/11

7

Figure 1. The effect of the concentration of the polymer solution on the gelation time of the polymer solution. The concentration of the polymer solution was 0.1, 0.2, 0.3, 0.4, 0.5, 0.6, 0.7, 0.8, 0.9, 1.0, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, 1.9, 2.0, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 3.0, 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.9, 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 5.0, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 6.0, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 7.0, 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9, 8.0, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8, 8.9, 9.0, 9.1, 9.2, 9.3, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 10.0, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 10.9, 11.0, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 12.0, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 13.0, 13.1, 13.2, 13.3, 13.4, 13.5, 13.6, 13.7, 13.8, 13.9, 14.0, 14.1, 14.2, 14.3, 14.4, 14.5, 14.6, 14.7, 14.8, 14.9, 15.0, 15.1, 15.2, 15.3, 15.4, 15.5, 15.6, 15.7, 15.8, 15.9, 16.0, 16.1, 16.2, 16.3, 16.4, 16.5, 16.6, 16.7, 16.8, 16.9, 17.0, 17.1, 17.2, 17.3, 17.4, 17.5, 17.6, 17.7, 17.8, 17.9, 18.0, 18.1, 18.2, 18.3, 18.4, 18.5, 18.6, 18.7, 18.8, 18.9, 19.0, 19.1, 19.2, 19.3, 19.4, 19.5, 19.6, 19.7, 19.8, 19.9, 20.0, 20.1, 20.2, 20.3, 20.4, 20.5, 20.6, 20.7, 20.8, 20.9, 21.0, 21.1, 21.2, 21.3, 21.4, 21.5, 21.6, 21.7, 21.8, 21.9, 22.0, 22.1, 22.2, 22.3, 22.4, 22.5, 22.6, 22.7, 22.8, 22.9, 23.0, 23.1, 23.2, 23.3, 23.4, 23.5, 23.6, 23.7, 23.8, 23.9, 24.0, 24.1, 24.2, 24.3, 24.4, 24.5, 24.6, 24.7, 24.8, 24.9, 25.0, 25.1, 25.2, 25.3, 25.4, 25.5, 25.6, 25.7, 25.8, 25.9, 26.0, 26.1, 26.2, 26.3, 26.4, 26.5, 26.6, 26.7, 26.8, 26.9, 27.0, 27.1, 27.2, 27.3, 27.4, 27.5, 27.6, 27.7, 27.8, 27.9, 28.0, 28.1, 28.2, 28.3, 28.4, 28.5, 28.6, 28.7, 28.8, 28.9, 29.0, 29.1, 29.2, 29.3, 29.4, 29.5, 29.6, 29.7, 29.8, 29.9, 30.0, 30.1, 30.2, 30.3, 30.4, 30.5, 30.6, 30.7, 30.8, 30.9, 31.0, 31.1, 31.2, 31.3, 31.4, 31.5, 31.6, 31.7, 31.8, 31.9, 32.0, 32.1, 32.2, 32.3, 32.4, 32.5, 32.6, 32.7, 32.8, 32.9, 33.0, 33.1, 33.2, 33.3, 33.4, 33.5, 33.6, 33.7, 33.8, 33.9, 34.0, 34.1, 34.2, 34.3, 34.4, 34.5, 34.6, 34.7, 34.8, 34.9, 35.0, 35.1, 35.2, 35.3, 35.4, 35.5, 35.6, 35.7, 35.8, 35.9, 36.0, 36.1, 36.2, 36.3, 36.4, 36.5, 36.6, 36.7, 36.8, 36.9, 37.0, 37.1, 37.2, 37.3, 37.4, 37.5, 37.6, 37.7, 37.8, 37.9, 38.0, 38.1, 38.2, 38.3, 38.4, 38.5, 38.6, 38.7, 38.8, 38.9, 39.0, 39.1, 39.2, 39.3, 39.4, 39.5, 39.6, 39.7, 39.8, 39.9, 40.0, 40.1, 40.2, 40.3, 40.4, 40.5, 40.6, 40.7, 40.8, 40.9, 41.0, 41.1, 41.2, 41.3, 41.4, 41.5, 41.6, 41.7, 41.8, 41.9, 42.0, 42.1, 42.2, 42.3, 42.4, 42.5, 42.6, 42.7, 42.8, 42.9, 43.0, 43.1, 43.2, 43.3, 43.4, 43.5, 43.6, 43.7, 43.8, 43.9, 44.0, 44.1, 44.2, 44.3, 44.4, 44.5, 44.6, 44.7, 44.8, 44.9, 45.0, 45.1, 45.2, 45.3, 45.4, 45.5, 45.6, 45.7, 45.8, 45.9, 46.0, 46.1, 46.2, 46.3, 46.4, 46.5, 46.6, 46.7, 46.8, 46.9, 47.0, 47.1, 47.2, 47.3, 47.4, 47.5, 47.6, 47.7, 47.8, 47.9, 48.0, 48.1, 48.2, 48.3, 48.4, 48.5, 48.6, 48.7, 48.8, 48.9, 49.0, 49.1, 49.2, 49.3, 49.4, 49.5, 49.6, 49.7, 49.8, 49.9, 50.0, 50.1, 50.2, 50.3, 50.4, 50.5, 50.6, 50.7, 50.8, 50.9, 51.0, 51.1, 51.2, 51.3, 51.4, 51.5, 51.6, 51.7, 51.8, 51.9, 52.0, 52.1, 52.2, 52.3, 52.4, 52.5, 52.6, 52.7, 52.8, 52.9, 53.0, 53.1, 53.2, 53.3, 53.4, 53.5, 53.6, 53.7, 53.8, 53.9, 54.0, 54.1, 54.2, 54.3, 54.4, 54.5, 54.6, 54.7, 54.8, 54.9, 55.0, 55.1, 55.2, 55.3, 55.4, 55.5, 55.6, 55.7, 55.8, 55.9, 56.0, 56.1, 56.2, 56.3, 56.4, 56.5, 56.6, 56.7, 56.8, 56.9, 57.0, 57.1, 57.2, 57.3, 57.4, 57.5, 57.6, 57.7, 57.8, 57.9, 58.0, 58.1, 58.2, 58.3, 58.4, 58.5, 58.6, 58.7, 58.8, 58.9, 59.0, 59.1, 59.2, 59.3, 59.4, 59.5, 59.6, 59.7, 59.8, 59.9, 60.0, 60.1, 60.2, 60.3, 60.4, 60.5, 60.6, 60.7, 60.8, 60.9, 61.0, 61.1, 61.2, 61.3, 61.4, 61.5, 61.6, 61.7, 61.8, 61.9, 62.0, 62.1, 62.2, 62.3, 62.4, 62.5, 62.6, 62.7, 62.8, 62.9, 63.0, 63.1, 63.2, 63.3, 63.4, 63.5, 63.6, 63.7, 63.8, 63.9, 64.0, 64.1, 64.2, 64.3, 64.4, 64.5, 64.6, 64.7, 64.8, 64.9, 65.0, 65.1, 65.2, 65.3, 65.4, 65.5, 65.6, 65.7, 65.8, 65.9, 66.0, 66.1, 66.2, 66.3, 66.4, 66.5, 66.6, 66.7, 66.8, 66.9, 67.0, 67.1, 67.2, 67.3, 67.4, 67.5, 67.6, 67.7, 67.8, 67.9, 68.0, 68.1, 68.2, 68.3, 68.4, 68.5, 68.6, 68.7, 68.8, 68.9, 69.0, 69.1, 69.2, 69.3, 69.4

☒ Tick the box to say you have included the fee[illegible]

8 How to contact us

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

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

Textphone: 08702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: 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.

9 Where to send your application (for how many copies to send see the guidance note on part F1)

Please send your filled in application form to:

Permitting Support Centre

Quadrant 2

99 Parkway Avenue

Parkway Business Park

Sheffield

S9 4WF

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

WARREN HENDER MY LOCAL OFFICER HAS BEEN
EXTREMELY HELPFUL.

How long did it take you to fill in this form?

10 mins

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

☐

No thank you

☒

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No ☐

Yes ☐

Amount received

£ _____

Mrs Sarah Fletcher
Just Renaults
53 Midland Road
Walsall
West Midlands
WS1 3QQ

Our ref: EPR/ZP3395VM/A001
Date: 7th June 2011

Dear Mrs Fletcher

Application for environmental permit is duly made

Application reference: EPR/ZP3395VM/A001 (EAWML 102901)
Operator: Sarah Fletcher
Facility: Just Renaults, 53 Midland Road, Walsall, WS1 3QQ

I am writing to inform you that your application which we received on 19th May 2011 is now duly made as of 8th June 2011.

If your application contained a request for commercial confidentiality we will write to you separately with our determination of this request.

We will seek to determine your application as quickly as possible, but the time taken will be largely dependent on the completeness of the technical aspects of your application, the complexity of your proposal, and in some cases the level of third party interest.

The relevant statutory period will expire on **8th September 2011**, although this is automatically extended if, for example, we have asked you formally for further information, or you have requested certain documents be kept confidential. In these circumstances we will ensure that you are kept informed of the extended date.

It may help you to know that we currently take an average of 6 months, from the duly made date, to determine complex bespoke permit applications, although standard permits, variations, transfers and surrender are normally determined much more quickly.

One of our Permitting Officers will contact you shortly to introduce themselves, and to discuss your application and the likely timescale for its determination.

If we are unlikely to determine your application within the relevant statutory period we will contact you to agree an extension of the determination date. Where this cannot be agreed you have an option to serve notice on the Environment Agency that you deem your application to have been refused. You are then entitled to commence appeal proceedings in relation to this deemed refusal. We will tell you what to do if this happens.

Permitting Support Centre, Quadrant 2, 99 Parkway Avenue, Parkway Business Park,
Sheffield, S9 4WF
Customer services line: 03708 506 506
Fax: 01142 626660
Email: psc@environment-agency.gov.uk

If you have any questions please phone/ contact a member of the Permitting Support Team on 03708 506506 or email psc@environment-agency.gov.uk.

Yours sincerely

Joel Robson
Permitting Support Advisor

Permitting Support Centre (Environmental Permitting)

Where the checks are split between PSC and NPT items in Blue to be completed by PSC and items in Green to be completed by a permitting officer
Complete all dates dd/mm/yy.

Application details

Log and track	11631
EPR application no.	EA/EPR/ZP3395VM/A001
EPR permit no. if issued	
EAWML number	EAWML 102901
Applicant name	Sarah Fletcher
Facility name	Just Renaults, 53 Midland Road, Walsall, WS1 3QQ
Region	Midlands
Area	Central
EM Team & site officer/team leader	Warren Henefer EO

Dates

Date arrived in Environment Agency	19/05/11
Date arrived in PSC	19/05/11 Ack by email 19/05/11
Date referred to NPT	
Date duly made	08/06/11
Date returned to applicant or deemed withdrawn	
Date applicant sent duly made letter	08/06/11
Date Sent to external Consultees	
Date advert placed	
Date sent to public register	08/06/11
Date saved on to EDRM	08/06/11
Date added to determination work queue	

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.

Type/s of standard facility

Waste/mining waste no consultation	Installation must publicise on web
---------------------------------------	---------------------------------------

Decision summary

Action	yes	no	N/A	date	comments
All administrative checks complete?					
Is the application duly made?					
If not duly made due to payment –					

Waste, mining waste and installations - standard permit application receipt and duly made checklist.

request for payment made?					
Extra payment received?					
If not duly made – request for further information sent?					
Information received?					
Action	yes	no	N/A	date	comments
Request application return to applicant?					
State reason e.g. does not meet standard permit criteria due to distance to designated site					
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

Action	yes	no	date	comments
Have all documents been scanned into EDM?				
Have all documents other than those that have been accepted as confidential or relate to national security been placed on the public register?				

Officer log

Add more rows if you need them.

	Name	Date	Time spent (mins)
Officer carrying out administrative checks	Richard toseland		
Other PSC Officer			
Other PSC Officer			

Initial checks, including payment, confidentiality, national security and declaration - Part F1

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Has the correct application form been used?	x					
Have the right number of copies been sent?		x				
F1		x				
1 For Opra charges only						

Table 1 completed for each facility?						
F1	x					
2 Summary table 2 complete?						
3 payment type shown?	x					
Cheque,						
Charge supplied?	X					
Amount £1590						
Charge supplied match amount stated on application?	x					
Amount £ 1590						
Cheque no. 100040						
Acknowledgement of cheque sent to applicant(If requested)?		x				
Date:						
5 Does the application contain notification of national security issues?		x				
If yes all officers involved must follow <u>Environmental permitting: dealing with claims for national security</u>						
Has the applicant asked for any information to be kept confidential?		x				
If yes all officers involved must follow <u>Environmental permitting: dealing with commercial and industrial confidentiality</u>						
Is the declaration complete?	x					
Have all applicant details been entered into IT system?	x					
Feedback given?	x					
Duly made officer checks:						
Part F complete?						
Has the correct person completed the declaration? Check against relevant people.						

EDRM	yes	no	Date complete	Officer name
District Council				

Application form Part A

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 – 5 Applicant details complete.	x					
Has the correct person signed the declaration in Part F? Check against relevant persons given.	x					

Waste, mining waste and installations - standard permit application receipt and duly made checklist.

6. Address details complete.	x					
Registered companies only. Is it registered on Companies House?			x			
7 Contact details complete.	x					
8 Feedback provided?	x					
Duly making officer checks. Part A complete? Is the applicant a legal person as per definition of 'operator'?						

Application form Part B1 standard facilities

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1a) For IR only – customer reference number given?		x				
1b) any pre-application discussions document or case reference provided?		x				
Pre-application record found in EDRM. Check EDRM even if operator has not provided info about pre-app.		x				
Deposit for recovery only: Check pre-application details against info provided by applicant. If any changes from pre-app has the operator explained them in their document?			x			
1c) site – go to 2. Mobile plant – go to 3.	x					
2a) Site name, address and grid reference given?	x					
2b) standard facility type selected if only one? Otherwise go to 2c.	x					
2b) facility grid reference if only one facility	x					
2c) facility grid references if more than one facility			x			
2d) Low impact installations only LII info complete?			x			
3 Standard facilities ticked.	x					
SR2009 No8 inert extractive wastes Waste management checklist complete?			x			
SR2010 Nos 7,8,9,10 Deposit for recovery. All yes/no boxes complete and waste recovery plan provided?			x			

Waste, mining waste and installations - standard permit application receipt and duly made checklist.

Duly made officer check for Deposit for recovery: Check pre-application details against info provided by applicant. If any changes from pre-app has operator explained them in their document?						
4a) site plan provided? (N/A for mobile plant)		x				
Action	yes	no	n/a	Info requested	Date due	Date rec'd
Does site plan clearly show the permitted area?			x			
4b) low impact installation only site condition report provided?			x			
5 relevant waste operations Planning info complete?	x					
6a) installations, mining waste and waste only Relevant offences info complete?	x					
6b) relevant waste operations only Technical ability info complete?	x					
6c) installations, mining waste and waste only Finance info complete?	x					
Feedback?		x				

Location criteria checks on Easimap for waste, mining waste, installations

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Check distance from nature conservation sites	x					
Check distance from workplaces and residential properties			x			
Distance from air quality management areas			x			
Distance from Groundwater Protection Zones			x			

Check completeness

Q	Action	Yes	No	N/A	Notes
1	If permitting officer completing checks – are all admin checks complete? If PSC advisor completing checks go to 2.				No: return to PSC and ask them to complete checks. Yes: check through form that all information provided is acceptable and complete the relevant boxes in the checklists above.
2	Have any issues been raised in administrative checks?				Yes: action as needed.
3	Have all Standard rules criteria for any standard rules included in the application been met?				No: not duly made
4	Low impact installation only - criteria met?				No: not duly made

Relevant convictions checks for waste, mining waste and installations only

Q	Action	Yes	No	Notes
1	Relevant convictions declared?			Yes: go to 2. If no go to 3.
2	Is a Post Conviction Plan included?			Go to 4.
3	Has NEDS found undeclared convictions?			If yes but no post Conviction Plan provided you must contact the operator.

Check the fee against the current charging scheme

Q	Action	Yes	No	Notes
1	Is there an Opra score/ Tier 2 charge/CfD charge for each type of facility as applicable?			No: not duly made. Yes: if charge includes one or more Opra scores go to 2. Otherwise go to 3.
2	Is each Opra score provided correct?			Check what's in my back yard and any pre-application record or other EM information where necessary. No: not duly made.
3	Has the applicant paid the correct fee?			No: it's not duly made.

Decision and actions required

Q	Action	Yes	No	Date	Notes
1.	Are you satisfied that the application is sufficiently complete for us to begin determination and we have received the right fee?				Yes: Application is duly made. Go to 6. No: Not duly made. Go to 2.

Waste, mining waste and installations - standard permit application receipt and duly made checklist.

2	Do we need to ask the operator to send in any more information or money?				Yes go to 3. No go to 5.
3	Send a letter asking for the information needed to complete the application or ask PSC to do so.				Go to 4.
4	Has the requested information been received within the 10 days allowed?				No: not duly made. Go to 5. Yes: go to 1.
5.	Send the letter Not duly made or email PSC to do so using title Return and state that fees are to be returned with the application.				Record date requested, add details of request in notes box below save to EDRM. Go to 7.
6	Email PSC to confirm duly made. Also confirm publicise on web for installations.				For high public interest contact area to discuss stakeholder engagement plan.
Q	Action	Yes	No	Date	Notes
7	EPP Unit Time Recording				Record total time spent by all officers duly making application.
8	Save this document to EDRM Where a permitting officer is completing the checks PSC will save the final version of the list for you.				Ref: Duly Making Technical Check Sheet

Complete the decision summary, any notes and officer log. When the document is complete save to EDRM.

Duly making notes

Use this box to record conversations with the applicant, reason/s why the application cannot be duly made and any subsequent correspondence or actions. State your name and date of action.

Document SF1 (site plan) not submitted, I have based habs check on plan with licence EAWML40216

Document SF2 (planning) not submitted

Wamitab info not completed,

