

Please read these guidance notes carefully before you fill in the forms. This guidance will help you complete part B4 of the application form pack. All relevant guidance documents can be found on our website.

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.

How to contact us: If you need help filling in this form, please contact the person who sent it to you or contact us by:
General phone enquiries: 0300 065 3000 (Monday to Friday, 8am to 6pm).
Email: enquiries@naturalresourceswales.gov.uk / ymholiadau@cyfoethnaturiolcymru.gov.uk
Website: www.naturalresources.wales / www.cyfoethnaturiol.cymru

Where to send your application: You can send your application by email or in the post. We can process applications more quickly, if we receive them by email (electronically). Send your completed application form to:
Email: permitreceiptcentre@naturalresourceswales.gov.uk / canolfanderbyntrwyddedau@cyfoethnaturiolcymru.gov.uk
Post: Permit Receipt Centre, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff, CF24 0TP
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1 What waste operations are you applying for?

Fill in Table 1a with details of what you are applying for. Fill in a separate table for each waste facility you are applying for.

Table 1a – Waste operations which do not form part of an installation

Description of the waste operation. The following are appropriate and can be used in combination, but you can also use your own.

Sites

- Transfer of waste: household commercial and industrial
- transfer of waste: clinical
- Transfer of waste: non-biodegradable
- Transfer of waste: hazardous
- Treatment of waste: physical
- Treatment of waste: physico chemical
- Treatment of waste: chemical
- Disposal of waste in lagoons
- Household waste amenity
- Materials recycling
- Mechanical biological treatment (MBT)
- End of life vehicle authorised treatment (ELV ATF)

- Metal recycling
- Waste electrical and electronic equipment authorised treatment facility (WEEE ATF)
- Incineration
- Composting
- Anaerobic digestion
- Other biological treatment of waste
- Pet cemetery
- Landfill gas engine (less than 3 megawatts)
- Deposit for recovery
- Inert landfill
- Closed landfill

Mobile plant

- Incineration
- Waste oil recovery
- Dechlorination of waste PCBs/PCTs
- Collection and storage of a controlled substance from any waste product, installation or equipment
- Vitrification of waste
- Treatment of clinical waste
- Treatment of waste soil
- Dewatering of muds, sludges, soils and dredgings
- Lime stabilisation of sludge
- Treatment of contaminated materials, substances or products to remediate land or controlled water

Annex I or Annex II description: Identify the Waste Framework Directive Annex I and II Disposal and Recovery codes that apply to each waste facility.

The revised Waste Framework Directive (rWFD) came into force on 12 December 2010. The Waste (England and Wales) Regulations 2011 ('the Waste Regulations') transpose the rWFD in England and Wales. You should be aware of the requirements set out in the Waste Regulations and in particular in relation to the need to take all such measures available to you as are reasonable in the circumstances to apply the waste hierarchy. You should also be aware of the requirements in relation to mixing of hazardous waste that may affect your proposals.

Further guidance on the Waste Framework Directive requirements can be found on the Defra website.

Table 1b – Types of waste accepted and restrictions

Table 1b provides details of the activities that you wish to be permitted for. If those activities take waste you need to tell us which wastes you want to receive for each activity.

For each waste you want to receive for a specified activity, you need to provide the 'List of Wastes' code and description [Ref – List of Wastes (England) Regulations 2005, List of Wastes (Wales) Regulations 2005]. If the waste is marked with an asterisk in the list of wastes, the waste is hazardous. Remember to put the asterisk for that waste as it is part of the code.

You may wish to, or have to, restrict the type of waste you receive for a specified activity – this might, for example, be for safety or legal reasons. The restriction might be based on:

- the quantity of the waste; for example, 16 06 01* lead batteries – no more than 500 tonnes;
- the description of a particular waste within a code; for example, 16 01 03 – bicycle tyres only;
- hazardous property; for example, no corrosive waste (H8);
- physical form; for example, 06 03 11* solid salts and solutions containing cyanides – no liquids;
- the nature or attribute of the waste; for example, no odorous wastes;

- excluding specific substances [at specific concentrations]; for example, no chromium (VII) substances [greater than 1000 ppm];
- container type or size; for example, no IBCs.

If there are any restrictions to your activity put them into Table 1b. Send it to us with your application form. You can use Table 1b in the application form B4 as a template.

1c Deposit for recovery purposes

If you are applying for a waste recovery activity involving the permanent deposit of waste on land for construction or land reclamation you must fill in this question. You must provide us with a copy of your waste recovery plan that complies with Regulatory Guidance Note 13, highlighting any changes made since pre-application discussions and tell us the reference number you have given the document.

Before applying for a permit to deposit waste on land you should refer to our guidance (RGN 13) which will help you decide whether the proposed activity is recovery or disposal. You should prepare your case and then present it to us before you submit your permit application. We will endeavour to advise you whether we think your proposal is recovery or disposal within 10 working days (excluding bank holidays) from the date we receive the information. We will contact you if the decision is likely to take significantly longer, and advise you when a response will be provided.

When you are aware of the decision, you will be able to apply for the appropriate permit. We will check your application against any pre-application advice that we gave you. We may refuse the application if we disagree with the application made. You will have a statutory right of appeal of this decision to the Planning Inspectorate.

It is very much in your interests to agree with us first that your proposal is waste recovery, before applying for a recovery permit.

For further guidance on deposit for recovery please see our guidance webpages.

2 Emissions to air, water and land

Fill in Table 2 with details of point source emissions resulting from your operating techniques for each of your waste facilities.

Emission point reference and location: Give a unique reference for each emission point and a description of the location, including the site plan reference that shows the emission point.

Parameter: For example – ‘Oxides of Nitrogen, expressed as NO₂’.

Amount: Maximum amount justified by H1 assessment.

Unit: For example – ‘mg/m³’.

Fill in one table for each waste operation.

3 Operating techniques

3a Technical standards

Refer to ‘How to comply with your environmental permit’ and, where relevant, any activity specific technical guidance note that applies to your waste facility. The activity specific technical guidance notes are listed in Part 7 of ‘How to comply’.

‘How to comply’ and the activity specific notes highlight the key issues that you must address in your response to this section.

Decide whether or not you can meet the technical standards described.

Complete one table for each of the waste facilities you detailed in Table 1a as follows.

Relevant technical guidance note: List the relevant technical note or notes you are planning to use. This will normally be ‘How to comply’ plus any relevant activity specific notes referred to in Part 7 of ‘How to comply’.

Document reference: Where the relevant standard is that set out in the technical guidance note there is no requirement to justify it.

Where there is no technical standard, the technical guidance is not detailed enough, or where you propose an alternative standard, you must provide justification for your decision.

You must list the options you have chosen to control emissions from your waste facility. For mobile plant this must apply to the plant itself and not a deployment site.

You should use the terminology from the technical guidance note and make reference to the relevant sections in the technical guidance. This will ensure that we are clear as to the technical standards you are proposing.

Where the technical guidance sets out a single standard, you need do no more than list it to confirm you are adopting that standard.

There will also be cases where you wish to use a standard other than those set out in the technical guidance (or where there is no technical guidance covering your proposed activity). In these cases you must justify that your proposed technical standard is appropriate.

The Environmental Risk Assessment (EPR-H1) provides a methodology for comparing different techniques both in terms of comparing impacts and cost and benefits. You should use the EPR-H1 options appraisal methodology to justify each of the decisions you have made in selecting technical standards. Where you wish to use an alternative methodology it must address the same issues as in EPR-H1 to an equivalent level of detail.

Your justification may be that your proposals provide the same or better environmental protection as those in the guidance. Where they provide lower protection, but you are hoping to justify them on the basis of lower cost, the Environmental Risk Assessment (EPR-H1) provides a methodology for comparing different techniques both in terms of comparing impacts and cost and benefits. Where you wish to use an alternative methodology it must address the same issues as in EPR-H1 to an equivalent level of detail. Give the document references here and send the documents with the application form when you've completed it. The document reference may be to individual sections of the EPR-H1 assessment.

Illustrate the configuration using block diagram or diagrams to help describe the process.

3b General requirements

Note: Fill in a separate Table 3b for each waste operation.

Name of waste facility.

Emissions management plan (dealing with emissions of substances not controlled by emission limits): Where the technical guidance note or H1 assessment shows that emissions, apart from those to land and water, are a key issue, you must send us your emissions management plan. Give the document references here and send the documents with the application form when you've completed it. 'How to comply' requires that emissions to land and water should always be addressed in Table 2 above.

Odour management plan: Where the technical guidance note or H1 assessment shows that odours are a key issue, you must send us your odour management plan. Give the document references here and send the documents with the application form when you've completed it. If you think that odour is unlikely to be a problem from your activities, please say so and briefly describe why.

Please refer to the odour guidance (H4) which can be downloaded from our guidance webpages.

Noise and/or vibration management plan: Where the technical guidance note, H1 or H3 assessment shows that noise or vibration are key issues, you must send us your noise and/or vibration management plan. Give the document references here and send the documents with the application form when you've completed it. If you believe that noise is unlikely to be a problem from your activities, please say so and briefly describe why.

Fire management plan: Where our fire guidance note shows that you store materials or are carrying out an activity for which the risk of fire is a key issue, you must send us your fire management plan. Give the document references here and send the documents with the application form when you've completed it.

3c Information for specific sectors

Refer to the additional questions relevant to the type of facility you are applying for, as follows:

Clinical waste: appendix 1

Disposing of and recovering hazardous waste: appendix 2

The recovery to land for agricultural benefit of compost like outputs from the treatment of mixed municipal solid wastes: appendix 3

Inert landfill: appendix 4

4 Monitoring

Give us a description of the measures you will put in place to monitor emissions. This should include any environmental monitoring; for example, bio-aerosol monitoring, surface water or groundwater, noise, ambient air monitoring, process and land monitoring. It should also describe the frequency of any monitoring, the measurement methodology you will use and the procedure for evaluating your results. You must provide a

permanent means of access to monitoring points. Reference each emission point detailed in Table 2. You will need to do this for each waste facility.

4b Point source emissions to air only

In order to comply with the technical requirements of methods used to sample point source emissions to air, an appropriate sample location must be provided. For new waste facilities, the sample location and associated facilities must be considered at the design stage. Technical Guidance Note (TGN) M1 on sampling requirements for monitoring point source emissions to air, provides guidance on:

- the selection of the sampling position;
- sampling plane and sampling points;
- access, facilities and services required; and
- safety considerations.

Appendix 1 – Specific questions for waste facilities that accept clinical waste

Complete questions 1 to 7 if you are applying for an activity or operation in the clinical waste sector.

1 to 4 You should refer to EPR5.07 and decide whether you will meet the technical standards described in that guidance.

If you do not meet the standards in EPR5.07 you must tick 'no' and provide the reference and a copy of the justification for your alternative proposals that you feel are equivalent to those standards so that we can check that they represent the Best Available Techniques for your activities.

If your procedures are fully in line with the standards set out in EPR5.07 then you should tick the 'yes' box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

We will not give you a permit for a new waste operation if your standards do not meet those in EPR5.07 or reach an equivalent standard.

5 If you would like to accept a waste type not included in section 2.1 of EPR5.07 then you need to submit a full justification as part of the application.

6 If you treat waste at your installation, you need to tell us how you will do that treatment for each of the activities that you want permitted. You should tell us how your treatment follows the principles set out in Section 2 of EPR5.07 for each waste you want to process.

7 The layout plans should be clear, legible and, where possible, drawn to scale. If drawn to scale, ensure that the scale is stated on the plan. The plan should be drawn to a scale/size that ensures it can be easily read, preferably on A3 size paper or bigger. You should identify where the site is based by including and labelling local details (topographical features), such as named roads, watercourses and buildings. Site infrastructure should be identified and labelled and, where relevant, additional information provided, including storage capacities, types of waste that can be stored and emission points to air, ground, water and sewer. A key can be used to help identify the infrastructure shown on the plan and a colour code can be used to help distinguish between different areas of the site. The plan should identify the installation boundary of the regulated facility, along with the boundaries of any waste operations that are carried out on the same site.

In addition, process flow diagrams should be provided for each plant shown on the layout plan and for each treatment activity that you are applying for. The diagrams should be clear, legible and easy to follow, using identified symbols and colours in a consistent way to represent the individual plant and processes that are used. The diagrams should be labelled and, where required, provided with a key. The diagrams should show the inputs (including raw materials, wastes and energy) to each treatment plant, the distinct stages of the treatment processes and their outputs (including emissions and residual wastes). The diagrams must clearly show the flow direction of the treatment process. The diagrams should also include other relevant details, such as bypasses, control loops, recirculation lines and connections with other associated plant, and relevant operational values such as minimum, normal and maximum flow, temperature and pressure, etc.

Plans should be provided with a title and a reference. Write the plan reference in the application form and include a hard copy of the plan with your application. Electronic copies of the plan or plans should also be provided on CD.

Appendix 2 – Specific questions for waste facilities that accept hazardous waste

Complete questions 1 to 6 if you are applying for an operation in the hazardous waste disposal or recovery sector for the relevant aspects of your waste operation based on Sector Guidance Note 5.06.

1 to 3 You should refer to Sector Guidance Note 5.06 (S5.06) and decide whether you will meet the technical standards described in that guidance.

If you do not meet the standards in S5.06 you must tick 'no' and provide the reference and a copy of the justification for your alternative proposals that you feel are equivalent to those standards so that we can check that they represent the Best Available Techniques for your activities.

If your procedures are fully in line with the standards set out in S5.06 then you should tick the 'yes' box and provide the procedure reference. There is no need for you to supply a copy of the procedure.

4 The layout plans should be clear, legible and, where possible, drawn to scale. If drawn to scale, ensure that the scale is stated on the plan. The plan should be drawn to a scale/size that ensures it can be easily read, preferably on A3 size paper or bigger.

You should identify where the site is based by including and labelling local details (topographical features), such as named roads, watercourses and buildings. Site infrastructure (including storage tanks, bays, silos, reception areas, sumps, bunds, firewalls, interceptors, penstock valves, wash out areas, buildings/covered areas, areas of kerbing and hardstanding, areas of grass/vegetation/grave, etc.) should be identified and labelled and, where relevant, additional information provided, including storage capacities, types of waste that can be stored and emission points to air, ground, water and sewer. A key can be used to help identify the infrastructure shown on the plan and a colour code can be used to help distinguish between different areas of the site.

The plan should identify the boundary of the regulated facility, along with the boundaries of any waste operations that are carried out on the same site.

Plans should be provided with a title and a reference. Write the plan reference in the application form and include a hard copy of the plan with your application. Electronic copies of the plan or plans should also be provided on CD.

5 If you treat waste, you need to tell us how you will do that treatment for each of the activities that you want permitted. Section 2.1.4 to Sector Guidance note S5.06 gives general principles for treatment and sections 2.1.5 to 2.1.15 gives specific principles for certain treatment processes; for example, oil processing, drum washing. You should tell us how your treatment follows these principles for each waste you want to process.

6 See guidance provided for question 4, regarding the content and presentation of layout plans. Treatment plant or plants should be identified and labelled, along with any associated infrastructure (including pipework), equipment and emission points.

Process flow diagrams should be provided for each plant shown on the layout plan and for each treatment activity that you are applying for. The diagrams should be clear, legible and easy to follow, using identified symbols and colours in a consistent way to represent the individual plant and processes that are used. The diagrams should be labelled and, where required, provided with a key. The diagrams should show the inputs (including raw materials, wastes and energy) to each treatment plant, the distinct stages of the treatment processes and their outputs (including emissions and residual wastes). The diagrams must clearly show the flow direction of the treatment process. The diagrams should also include other relevant details, such as bypasses, control loops, recirculation lines and connections with other associated plant, and relevant operational values such as minimum, normal and maximum flow, temperature and pressure, etc.

Plans and diagrams should be provided with a title and a reference. Write the reference or references in the application form and include hard copies of the plans and diagrams with your application. Electronic copies of the plans and diagrams should also be provided on CD.

Appendix 3 – Specific questions for the recovery to land for agricultural benefit of compost like outputs (CLO) from the treatment of mixed municipal solid wastes.

You should refer to the technical guidance when providing the required information. Please contact us for a copy of this guidance.

Appendix 4 – Specific questions for inert landfills

You should refer to our 'Inert Waste Guidance: Standards and Measures for the Deposit of Inert Waste on Land' and decide whether you will meet the standards and recommendations laid out in that guidance. If you plan to deviate from these you must submit written justification for your alternative proposals that you feel are equivalent to those in the guidance. We will not give you a permit if your proposals do not meet those in the Inert Waste Guidance or an equivalent level.

After reading the Inert Waste Guidance and completing your H1 assessment you should submit documentation which shows how you will control emissions and manage your site, including monitoring plans, landfill engineering, development and maintenance of infrastructure, and so on.

As well as the risk assessments required by H1 Landfill Annex, the following are key issues for landfill and management plans should be submitted as part of your application:

Waste Acceptance Procedures;

Closure; and

Aftercare Procedures.