

**ENVIRONMENTAL PROTECTION ACT 1990
SECTION 37**

**WASTE MANAGEMENT LICENCE
NOTICE OF MODIFICATION**

| | |
|--|---|
| LICENCE REFERENCE: EAWML 53455 | FACILITY TYPE: A20 |
| LICENCE HOLDER: S Norton & Co Ltd Bankfield House Bankfield Mill Regent Road Liverpool Merseyside L20 8RQ | LICENSED FACILITY: S Norton & Co Ltd South Canada Dock Bootle Merseyside L20 8DJ |
| | GRID REFERENCE: SJ 33708 93780 |

WHEREAS you are the licence holder of the said licensed facility

AND WHEREAS on the 1st April 1996 the powers and duties of all waste regulation authorities in England and Wales transferred to the Environment Agency ("the Agency") by virtue of section 2 of the Environment Act 1995

AND WHEREAS the conditions of the said licence may have been modified from time to time

NOTICE IS HEREBY GIVEN that the Agency modifies the conditions of the said licence in accordance with Section 37(1)(a) of the Environmental Protection Act 1990 and as set out in the Schedule attached to this notice.

Signed



Name Ian Brindley

Permitting Team Leader

Dated 07 November 2008

This modification shall take immediate effect

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

EXPLANATORY NOTES - including rights of appeal.

RIGHTS OF APPEAL

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

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

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

The Planning Inspectorate
Environment Appeals Team
Room 4/04, Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

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

Tel: 0117 372 8726
Fax: 0117 372 8139

Tel: 02920 823859
Fax: 02920 825150

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

A statement of the grounds of appeal;

A copy of any application to modify the licence

A copy of the licence;

A copy of any correspondence relevant to the appeal;

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

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

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

Introductory Note

This introductory note does not form part of the licence

On 5th January 2007 the Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) 2006, which implement certain requirements of Directive 2002/96/EC, came into force and set out minimum requirements for the storage and treatment of waste electrical and electronic equipment (WEEE). The purpose of this modification is to ensure the conditions of your licence comply with those requirements and that you only store and treat WEEE in accordance with those conditions.

This modification does not extend the types or quantities of waste authorised by the licence.

SCHEDULE – CONDITIONS RELATING TO THIS MODIFICATION

Modification of conditions under section 37(1)(a) of the Environment Protection Act 1990 append the following conditions and schedules:

If there is an inconsistency between the requirements of the existing conditions of this licence and those imposed by this modification then the requirements imposed by this modification prevail.

WEEE 1.1.1 The licence holder is authorised to carry out the activities specified in schedule WEEE1, table 1.1 Licensed activities ("the activities").

WEEE 1.1.2 The storage (including temporary storage) and treatment of separately collected WEEE shall be carried out in accordance with the technical requirements of Annex III of the WEEE Directive specified in schedule WEEE2 to this notice.

WEEE 1.1.3 Separately collected WEEE shall be treated using best available treatment, recovery and recycling techniques (BATRRRT).

WEEE 1.1.4 As a minimum, the substances, preparations and components specified in schedule WEEE1, table 1.4 shall be removed from any separately collected WEEE.

WEEE 1.1.5 All fluids contained within any separately collected WEEE to be treated at the site shall be removed prior to further treatment taking place.

WEEE 1.1.6 The components of separately collected WEEE listed in schedule WEEE1, table 1.2 shall be treated in accordance with the methods specified.

WEEE 1.1.7 Equipment shall be provided to record the weight of untreated WEEE accepted at, and components and materials leaving the facility.

WEEE 1.1.8 WEEE waste shall only be accepted if it is a type permitted by this waste management licence as defined in Schedule WEEE1, table 1.3.

Schedule WEEE1 – Operations

| Table 1.1 Licensed activities | |
|--|---|
| Description of activities | Limits of activities |
| | Maximum storage time of 1 year prior to disposal or 3 years prior to recovery. |
| <p>R13: Storage of waste consisting of materials intended for submission, on this site to any of the category "R" operations authorised under this column, or elsewhere than on this site, to any of the operations listed in Part IV of Schedule 4 of the 1994 Regulations, (excluding temporary storage, pending collection, on the site where it is produced).</p> | <p>Technical Requirements for Storage:</p> <ul style="list-style-type: none"> • WEEE, disassembled spare parts, components or residues must be stored on an impermeable surface with sealed drainage with provision of spillage collection facilities and, where appropriate, decanters and cleanser degreasers; • WEEE, disassembled spare parts, components or residues must be stored in areas provided with a weatherproof covering where appropriate or in containers providing a weatherproof covering where appropriate; • disassembled spare parts containing liquids shall be stored in appropriate containers; • batteries, PCBs/PCTs containing capacitors and other hazardous wastes must be stored in dedicated, labelled appropriate containers. <p>Buildings, covered areas or containers must meet the following requirements:</p> <ul style="list-style-type: none"> • buildings, covered areas, or containers must be designed, constructed and maintained to prevent ingress of rain and surface water; • rain and uncontaminated surface water must be kept separate from contaminated water and other liquids; • containers must be stored on an impermeable surface with sealed drainage. |
| <p>R3: Recycling or reclamation of organic substances which are not used as solvents, including composting and other biological transformation processes.</p> | <p>Technical Requirements for Treatment: Treatment consisting only of sorting, dismantling, separation, shredding, screening, grading, baling, shearing, compacting, crushing, granulation, or cutting of waste into different components for recovery.</p> |
| <p>R4: Recycling or reclamation of metals and metal compounds.</p> | <p>Treatment of WEEE:</p> <ul style="list-style-type: none"> • must be carried in areas provided with a waterproof covering where appropriate; • must be carried out on an impermeable surface with sealed drainage with provision of spillage collection facilities and where appropriate, decanters and cleanser degreasers. |
| <p>R5: Recycling or reclamation of other inorganic materials.</p> <p>The capacity of the site for hazardous waste subject to a R5 activity shall not exceed 10 tonnes per day.</p> | <p>Buildings, covered areas or containers must meet the following requirements:</p> <ul style="list-style-type: none"> • buildings, covered areas, or containers must be designed, constructed and maintained to prevent ingress of rain and surface water; • rain and uncontaminated surface water must be kept separate from contaminated water and other liquids; • containers must be stored on an impermeable surface with sealed drainage. |

| Table 1.2 Specified Treatment Methods for separately collected components of WEEE | |
|---|--|
| Component | Specified Treatment |
| Cathode ray tubes. | The fluorescent coating has to be removed. |
| Gas discharge lamps | The mercury shall be removed |

| |
|--|
| Table 1.3 – Permitted Waste Types |
| This modification applies only to the wastes authorised by the waste management licence |

| |
|---|
| Table 1.4 – Substances, preparations and components to be removed from separately collected WEEE |
| <ul style="list-style-type: none"> • Capacitors containing Polychlorinated biphenyls (PCB) • Mercury-containing components, such as switches or backlighting lamps • Batteries • Printed circuit boards of mobile phones generally, and of other devices if the surface of the printed circuit board is greater than 10 square centimetres • Toner cartridges, liquid and powder, as well as colour toner • Plastic containing brominated flame retardants • Asbestos waste and components which contain asbestos • Cathode ray tubes • Chlorofluorocarbons (CFC), hydrochlorofluorocarbons (HCFC), hydrofluorocarbons (HFC), or hydrocarbons (HC) • Gas discharge lamps • Liquid crystal displays (together with their casing where appropriate) of a surface greater than 100 square centimetres and all those back-lighted with gas discharge lamps • External electric cables • Components containing refractory ceramic fibres • Components containing radioactive substances with the exception of components that are below the exemption thresholds set in Article 3 of and the Annex I to Council Directive 96/29/Euratom of 13 May 1996 laying down basic safety standards for the protection of the health of workers and the general public against the dangers arising from ionising radiation • Electrolytic capacitors containing "substances of concern" (height > 25mm, diameter > 25 mm or proportionately similar volume) |

Schedule WEEE2 - Directive requirements

WEEE Directive ANNEX III

Technical requirements in accordance with Article 6(3)

1. Sites for storage (including temporary storage) of WEEE prior to their treatment (without prejudice to the requirements of Council Directive 1999/31/EC):

- impermeable surfaces for appropriate areas with the provision of spillage collection facilities and, where appropriate, decanters and cleanser-degreasers,
- weatherproof covering for appropriate areas.

2. Sites for treatment of WEEE:

- balances to measure the weight of the treated waste,
- impermeable surfaces and waterproof covering for appropriate areas with the provision of spillage collection facilities and, where appropriate, decanters and cleanser-degreasers,
- appropriate storage for disassembled spare parts,
- appropriate containers for storage of batteries, PCBs/PCTs containing capacitors and other hazardous waste such as radioactive waste,
- equipment for the treatment of water in compliance with health and environmental regulations.

Interpretation

In this modification the expressions listed shall have the meaning given below:

"WEEE" means waste electrical and electronic equipment and has the meaning given by Regulation 2 of The Waste Electrical and Electronic Equipment Regulations 2006.

"WEEE Directive" shall have the meaning given to it by regulation 2 of The Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) Regulations 2006.

"best available treatment, recovery and recycling techniques" shall have the meaning given to it by regulation 1 (3) of the Waste Management Licensing Regulations 1994 as amended by The Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) Regulations 2006

"building" means a construction that has the objective of providing sheltering cover and minimising emissions of noise, particulate matter, odour and litter.

"impermeable surface" means a surface or pavement constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the pavement surface, and should be read in conjunction with the term "sealed drainage system".

"sealed drainage system" in relation to an impermeable pavement, means a drainage system with impermeable components which does not leak and will ensure that no liquid will run off the pavement otherwise than via the system and except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump.

"weatherproof covering" means covering which is resistant to the effects of bad weather.

"waterproof covering" means covering which is impervious to water.

"ozone-depleting substances" "ODS" means "controlled substances" contained in refrigeration, air-conditioning and heat pump equipment, equipment containing solvents, fire protection systems and fire extinguishers.

"where appropriate" in relation to weatherproof covering means where weatherproof covering is required to minimise the contamination of clean surface and rain waters, to facilitate the reuse of whole appliances and components intended for reuse, to assist in the containment of hazardous materials and fluids or where hazardous WEEE is stored.

"where appropriate" in relation to waterproof covering means where waterproof covering is required to minimise the contamination of clean surface and rain waters, to facilitate the reuse of whole appliances and components intended for reuse and to assist in the containment of hazardous materials and fluids or where hazardous WEEE is treated.

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Mr. Matthew Norton
S Norton & Co Ltd
Bankfield House
Bankfield Mill
Regent Road
Liverpool
L20 8RQ

Our ref: EAWML 53455
Your ref:
Date: 9th October 2008
By: Post

Dear Mr. Norton,

**The Environmental Protection Act 1990, The Environment Act 1995
The Waste Management Licensing (Fees and Charges) Scheme 2007/2008**

Issue of a Modification Waste Management Licence

Waste Management Licence Number: EAWML 53455

Date of Issue: 6th October 2008

Issued to: S Norton & Co Limited

**For the Site At: South Canada Dock
Branch 2
Regent Road
Liverpool
L20 1DQ**

I refer to your application for a Waste Management Licence Modification, and now enclose your licence.

There is a right of appeal against the decision of the Environment Agency in respect of the conditions of your licence. The contact for such appeals is The Planning Inspectorate, Room 404, Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN (Tel No 0117 372 8726, Fax 0117 372 6241).

The licence will remain effective unless and until it is either revoked by the Environment Agency or is surrendered. The licence may only be surrendered if the Environment Agency accepts the surrender following an application under Section 39 of the Environmental Protection Act 1990. The Environment Agency will only accept the surrender if it is satisfied that the condition of the land is unlikely to cause pollution of the environment or harm to human health so far as the condition is a result of the waste being treated, kept or disposed of on the land. A fee is payable.

If you want to further transfer your licence, you must make an application jointly with the person you propose to transfer it to under Section 40 of the Environmental Protection Act

Permitting Support Centre, PO Box 4209, Sheffield, S9 9BS
Customer services line: 08708 506 506
Email: enquiries@environment-agency.gov.uk
www.environment-agency.gov.uk



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1990. A fee is payable. The Environment Agency will only accept the transfer if it is satisfied that the person to whom you wish to transfer the licence is a fit and proper person to hold the licence.

You may apply under Section 37 of the Environmental Protection Act 1990 at any time to modify the conditions of your licence. A fee is payable. The Environment Agency may modify the conditions at any time to any extent it considers desirable and which is unlikely to require unreasonable expense on your part.

Environmental Permitting Regulations

Please note that from 6th April 2009 or the date any appeal is determined, whichever is the later, your licence will become an Environmental Permit and will be regulated from then on under the Environmental Permitting Regulations 2007. You do not need to do anything, there will be no changes to the conditions in the permit at that date and it will not affect your subsistence charge. If you have any queries about the Environmental Permitting Regulations please use the contacts below: Visit the Environmental Permitting Regulations page on our website: www.environment-agency.gov.uk/business/epr ; Call our National Customer Contact Centre on 08708 506 506 (Monday - Friday, 8am-6pm); Email: enquiries@environment-agency.gov.uk.

I trust this letter clarifies the position with regard to the legislative requirements.

Please note that the transfer of this licence does not imply that other statutory requirements, e.g. those of the local Planning authority have been met.

Yours faithfully



Alan Hunter
Permitting Team Leader

Direct dial: 0191 203 4113

Enclosures:
Licence

SCHEDULE – CONDITIONS RELATING TO THIS MODIFICATION

Modification of conditions under section 37(1)(b) as follows:

Amendment of condition 3.9 i) to read:

“Waste shall not be stacked in an insecure manner. No waste shall be stored above a maximum height of 15 metres from the mean ground level on which it stands. Within 2 months of the date of issue of this licence modification the licence holder shall submit written proposals to the Environment Agency for a method to readily determine the height of waste stacks using a reference level or other appropriate means.”

Delete conditions: 3.9 ii), 3.10 i), 3.10 ii) and 3.10 iii).

Amendment of condition 4.11 i) to read:

“Appropriate precautions shall be taken in connection with the storage and handling of combustible materials to minimise the risk of fire and to minimise the environmental consequences should a fire occur, in accordance with document reference NSC 2 dated 24 April 2006, amended 10 June 2008.”

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

EXPLANATORY NOTES - including rights of appeal.

RIGHTS OF APPEAL

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

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

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

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Environment Appeals Team
Room 4/19, Eagle Wing
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Tel: 0117 372 8726
Fax: 0117 372 8139

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

A statement of the grounds of appeal;

A copy of any application to modify the licence

A copy of the licence;

A copy of any correspondence relevant to the appeal;

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

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

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

SCHEDULE – CONDITIONS RELATING TO THIS MODIFICATION

Modification of conditions under section 37(1)(a) as follows:

Delete condition 3.4

Delete condition 3.5

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

EXPLANATORY NOTES - including rights of appeal.

RIGHTS OF APPEAL

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**Environment
Agency**

S Norton & Co Ltd
Bankfield House
Bankfield Mill
Regent Road
Liverpool
Merseyside
L20 8RQ

Our ref: EAWML 53455

Your ref:

Date: 04.12.08

By: Post

Dear Sir/Madam,

**The Environmental Protection Act 1990, The Environment Act 1995
The Waste Management Licensing (Fees and Charges) Scheme 2007/2008**

Issue of a Modification Waste Management Licence

Waste Management Licence Number: EAWML 53455

Date of Issue: 07.11.08

Issued to: S Norton & Co Ltd

**For the Site At: South Canada Dock
Bootle
Merseyside
L20 8DJ**

I refer to your application for a Waste Management Licence Modification, and now enclose your licence.

There is a right of appeal against the decision of the Environment Agency in respect of the conditions of your licence. The contact for such appeals is The Planning Inspectorate, Room 404, Kite Wing, Temple Quay House, 2 The Square, Temple Quay, Bristol, BS1 6PN (Tel No 0117 372 8726, Fax 0117 372 6241).

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Customer services line: 08708 506 506
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www.environment-agency.gov.uk



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satisfied that the person to whom you wish to transfer the licence is a fit and proper person to hold the licence.

You may apply under Section 37 of the Environmental Protection Act 1990 at any time to modify the conditions of your licence. A fee is payable. The Environment Agency may modify the conditions at any time to any extent it considers desirable and which is unlikely to require unreasonable expense on your part.

Environmental Permitting Regulations

Please note that from 07.05.09 or the date any appeal is determined, whichever is the later, your licence will become an Environmental Permit and will be regulated from then on under the Environmental Permitting Regulations 2007. You do not need to do anything, there will be no changes to the conditions in the permit at that date and it will not affect your subsistence charge. If you have any queries about the Environmental Permitting Regulations please use the contacts below: Visit the Environmental Permitting Regulations page on our website: www.environment-agency.gov.uk/business/epr ; Call our National Customer Contact Centre on 08708 506 506 (Monday - Friday, 8am-6pm); Email: enquiries@environment-agency.gov.uk.

I trust this letter clarifies the position with regard to the legislative requirements.

Please note that the transfer of this licence does not imply that other statutory requirements, e.g. those of the local Planning authority have been met.

Yours faithfully



Robin Whear
Permit Support Centre

Enclosures:
Licence



ENVIRONMENT AGENCY

**THE ENVIRONMENTAL PROTECTION ACT 1990
WASTE MANAGEMENT SITE LICENCE
(MODIFICATION)**

**S NORTON & CO LTD
SOUTH CANADA DOCK,
REGENT ROAD,
LIVERPOOL**

ENVIRONMENTAL LICENCE

WML 194/02/M01

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1. GENERAL CONSIDERATIONS

1.1 Facility Covered by This Licence

This licence shall apply to the area of land shown outlined in red on the attached drawing number 415-112-C-001.

1.2 Operational Area

The keeping and treatment of waste shall only take place within the area shown outlined in red on the attached drawing number 415-112-C-001.

1.3 Waste Treatment Activities

The only waste treatment activities carried on at the site shall be as specified in the working plan attached to this licence as Appendix I. Any proposed changes to the treatment activities undertaken shall only be implemented in accordance with the prior written agreement of the Environment Agency.

1.4 Permitted Wastes

Subject to paragraphs i., ii., iii. and iv. below, the only types of waste permitted for keeping or treatment at the site shall be solid ferrous and non-ferrous metals and solid waste containing ferrous and non-ferrous metals as a significant component.

i. Special Waste

With the exception of a. and b. below, no Special Waste, as defined by regulations in force under Section 62 of the Environmental Protection Act 1990, shall be permitted on site.

- a. Any substance which is Special Waste and which forms part of, or is contained in, a vehicle and was necessary for the normal operation of the vehicle.
- b. Lead acid batteries.

ii. Polychlorinated Biphenyls (PCBs) and Polychlorinated Terphenyls (PCTs)

With the exception of a., b. and c. below, no waste contaminated with PCBs or PCTs shall be permitted on site, unless in accordance with a method statement previously agreed in writing by the Environment Agency and incorporated into the Working Plan.

- a. Scrap domestic appliances.
- b. Scrap vehicles.
- c. Waste contaminated with residual mineral oil and the level of contamination in that oil in no case exceeds 50 parts per million of PCBs or PCTs.

iii. Refrigerants

No equipment containing refrigerant gases shall be accepted, unless in accordance with a method statement previously agreed in writing by the Environment Agency and incorporated into the Working Plan. The method statement shall specify acceptance and control procedures and any waste treatment processes.

iv. Vehicles Containing Liquids

Vehicles shall only be accepted if they have been previously fully drained of all fluids and the battery has been previously removed from the vehicle, except in accordance with a method statement previously agreed in writing by the Environment Agency and incorporated into the Working Plan.

1.5 Maximum Input of Waste

The total waste input to the site shall not exceed 500,000 tonnes per annum.

1.6 Hours of Operation

Site operations are permitted on a 24-hour basis.

1.7 Working Plan

The management and operation of waste activities at the site shall be carried out in accordance with the Working Plan attached as Appendix I to this licence modification, except where any element of the Working Plan contradicts or is otherwise inconsistent with the conditions of this licence, in which case the licence conditions shall prevail. Unless otherwise specified in this licence, any proposed change to the Working Plan shall only be implemented in accordance with the prior written agreement of the Environment Agency.

1.8 Review of the Working Plan

Notwithstanding condition 1.7 above, the Working Plan shall be reviewed by the licence holder annually from the date of issue of this licence modification or as otherwise requested in writing by the Environment Agency. The review shall take into account the accuracy of the information and the adequacy of operational practices and controls in ensuring that the objectives of preventing pollution of the environment, harm to human health or serious detriment to the amenity of the locality are met by employing the best available technology not involving excessive cost. A copy of the review shall be submitted to the Environment Agency and the proposed revisions implemented only in accordance with condition 1.7 above.

1.9 Site Management

The licence holder shall ensure that technically competent manager(s) are in control of the site when any waste management operations subject to this licence are carried out. Within one month of the date of issue of this licence modification an organisational chart which clearly shows the names and positions of competent managers and relevant employees shall be submitted to the Environment Agency. The Environment Agency shall be notified immediately in writing of any changes in the site management.

1.10 Notification of change of Status of the Licence Holder

The Environment Agency shall be informed immediately, in writing, of any change in the status of the licence holder which could be relevant to the licence such as a change of registered office address, or the event of the licence holder going into administration or receivership.

1.11 Display of the Site Licence and the Working Plan

The conditions of this waste management licence shall be made known to any person who is given the responsibility for the management or control of the site. A copy of this site licence and working plan shall be kept at the site office.

1.12 Emergencies

- i. An Emergency Plan shall be in place to deal with emergencies at the site such as fires, spillages, or any other event which may present a risk of pollution of the environment, harm to human health or serious detriment to the amenity of the locality.
- ii. The Emergency Plan shall include procedures detailing how any reasonably foreseeable emergency shall be managed to safely minimise the risk of pollution of the environment, harm to human health or serious detriment to the amenity of the locality. Details of how major spillages or firewater may be contained in the event of significant volumes of water being used to fight a fire, shall be included.
- iii. A copy of this Emergency Plan shall be submitted to the Environment Agency within two months of the date of issue of this licence modification for incorporation into the Working Plan. The Emergency Plan may be amended without prior reference to the Environment Agency, as necessary, to ensure its effectiveness and to satisfy the requirements of the emergency services and other regulators. An updated copy of the Emergency Plan shall be provided to the Environment Agency forthwith upon any revision.
- iv. The Environment Agency shall be notified immediately, by telephone or facsimile, or as soon as the situation permits, of any site emergency. Details of any such incident shall also be confirmed in writing to the Environment Agency within three working days unless otherwise agreed in writing. Details shall include the following :
 - a. Nature, cause and location of the emergency;
 - b. Emergency measures implemented to minimise the impact including whether attendance of the emergency services was required;
 - c. Impact of the emergency with reference to pollution of the environment, harm to human health or serious detriment to the amenity of the locality and on site operations; and
 - d. Proposed measures to prevent a reoccurrence and improve the effectiveness of the site emergency response procedures in preventing pollution of the environment, harm to human health or serious detriment to the amenity of the locality.

1.13 Emergency Contact Details

Within two weeks of the date of issue of this licence modification the licence holder shall submit to Environment Agency in writing the name, address and telephone number of the responsible person(s) for contact in the event of an emergency arising in connection with the facility outside normal operating hours. Any change to these details shall be notified in writing to the Environment Agency forthwith.

1.14 Notifications Under Licence Conditions

Any notification which the licence holder is required to make under the conditions of this licence shall be made to the address specified in writing by the Environment Agency at the time of issue of this licence modification, or as subsequently specified in writing by the environment Agency, and shall quote the licence reference number and the name of the licence holder.

2. SITE INFRASTRUCTURE

2.1 Site Office

A site office shall be provided to allow the requirements of the relevant conditions of this licence to be satisfied.

2.2 Identification Board

A site identification board of durable material and finish shall be prominently displayed at the site entrance. The board shall be clearly legible from outside the site entrance and shall display the following:

- a. Site name and telephone number;
- b. Licence holder name;
- c. Licence number;
- d. A suitable contact name and telephone number in the event of an out of hours emergency; and
- e. Environment Agency telephone number.

2.3 Site Security

- i. Effective measures shall be taken to prevent unauthorised access to the site. The site boundary with Regent Road shall be fully secured by gates and fencing or walls to a minimum height of 2 metres. The site gates shall be locked and secure whenever the site is not attended by authorised personnel.
- ii. Except where access is required for emergencies or for other operational reasons the remaining section of the site boundary shall be fully enclosed by gates and fencing to a minimum height of 2 metres, or dock water or secure buildings. Suitable warning signs shall be prominently displayed at all access points so that the site boundary is clearly delineated.
- iii. Gates and fencing around the site boundary shall be inspected daily. Temporary repairs shall be made to any damage found by the end of the working day to ensure that a minimum level of security can be maintained at all times. A full repair shall be made as soon as practicable thereafter.

2.4 Weighbridge

All waste accepted and despatched from the site by road shall be weighed by means of a weighbridge. Wastes accepted or despatched by means other than road vehicles shall have their weight determined by appropriate and effective means.

2.5 Impermeable Site Surfacing and Drainage

- i. With the exception of paragraph (ii) of this condition, within 24 months of the date of issue of this licence modification the keeping and treatment of waste shall only be carried out on an impermeable pavement provided with a sealed drainage system, unless otherwise agreed in writing with the Environment Agency.
- ii. Fully drained vehicles and uncontaminated, clean scrap metal which has no mobile or leachable component such as oils or fine particles and therefore has no risk to contaminate land, surface water or groundwater may be stored or treated on hardstanding.
- iii. For the purpose of this licence, impermeable pavement, sealed drainage system, hardstanding and fully drained vehicle shall be defined as follows:

Impermeable pavement shall be constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the pavement surface.

Sealed drainage system shall consist of an impermeable pavement laid with appropriate falls which will ensure that no liquid will run off the pavement except to a sealed sump or lawful discharge.

Hardstanding shall consist of crushed and rolled stone, laid to form a firm and level surface suitable for vehicle movements.

Fully drained vehicle shall be a vehicle which has been fully drained of all potentially polluting liquids including petrol, diesel, engine oil, transmission oil, hydraulic fluid and radiator fluid.

2.6 Construction of Site Drainage Infrastructure

Within 6 months of the date of issue of this licence modification, written details and plans of the construction works required to comply with condition 2.5 above, and taking account of the drainage and effluent management scheme required to be submitted by condition 4.8 of this licence, shall be submitted to the Environment Agency for agreement in writing prior to incorporation into the Working Plan and shall include the following:

- i. Scaled drawing(s) detailing the extent of any existing surfaced area(s) and the proposed phasing of the provision of the required impermeable pavement;
- ii. Details of the design and proposed method of construction of the impermeable pavement and sealed drainage system;
- iii. A timetable for the completion of the necessary works; and
- iv. Proposals for the inspection and maintenance of the impermeable pavement and sealed drainage system.

2.7 Inspection and Maintenance of the Sealed Drainage Systems

- i. The sealed drainage systems shall be maintained to ensure the effective collection and control of surface water arisings. All drains, sumps and interceptors shall be maintained in sound condition to prevent leakage. All accumulations of sediments or sludges in the drainage systems shall be removed as necessary to ensure their continued effectiveness, and all drainage channels shall be kept clear of blockages.
- ii. Unless otherwise agreed in writing with the Environment Agency, the sealed drainage systems including drainage channels, sumps and interceptors shall be inspected visually not less frequently than weekly for compliance with paragraph i. above.

2.8 Bunded Liquid Storage Tanks

- i. All fuel and waste liquid storage tanks shall be located on an impermeable base within an impermeable bund. There shall be no drainage outlet through the bund wall. Each bunded compound shall have a capacity sufficient to contain, at any time, a minimum of 110% of the volume of the largest tank situated within it. Any spillage shall be removed immediately. All tanks shall be labelled to show their contents.
- ii. Bunds shall be constructed so as to ensure that they are suitably robust. All associated pipework, vents, gauges and sight glasses shall be located within the bunded compound or a subsidiary bund so as to ensure that any potential spillage will be contained within the bund.

3. SITE OPERATIONS

3.1 Lighting

No waste operations shall be permitted at the site during the hours of darkness unless adequate lighting is provided and is in use. This lighting shall be independent of vehicle lighting.

3.2 Waste Reception

- i. Unless despatched from a site owned by the holder of this licence and checked by an employee of the holder of this licence at that site, all incoming wastes shall be visually checked to ensure that they are permitted within the terms of this licence by a site operative prior to deposit in any operational area. A written record shall be made of each waste load accepted and shall include the following:
 - a. Date and time of receipt;
 - b. Vehicle registration number or the identity of the vehicle or vessel as relevant;
 - c. Name of the carrier and carriers registration number where relevant; and
 - d. The type and quantity (in tonnes) of waste.
- ii. Any incoming waste which is not permitted within the terms of this licence shall be rejected. The Environment Agency shall be notified immediately by telephone or facsimile of the details of the waste rejection, unless alternative procedures are agreed in writing with the Environment Agency and incorporated into the Working Plan. A written record shall be kept of any waste rejection and shall include the following:
 - a. Date and time of rejection;
 - b. Vehicle registration number or the identity of the vehicle or vessel as relevant;
 - c. Name of the carrier and carriers registration number where relevant;
 - d. Reason for the rejection; and
 - e. Destination of the waste (if known).

3.3 Waste Deposit

- i. Unless despatched from a site owned by the holder of this licence and checked by an employee of the holder of this licence at that site, all incoming wastes shall initially be deposited on an area dedicated only to waste reception. This waste reception area shall be provided with an impermeable pavement and sealed drainage system unless other procedures are agreed in writing with the Environment Agency and incorporated into the Working Plan. The waste shall be deposited under the supervision of a site operative and continuously checked during waste handling to ensure that the waste is permitted within the terms of this licence.
- ii. Where non-permitted items of waste are detected on site due to failure of the checks carried out on reception described above, the Environment Agency shall be notified immediately by telephone or facsimile of the details of the incident, unless other procedures are agreed in writing with the Environment Agency and incorporated into the Working Plan. A written record shall be kept of any such incident and shall include the following:
 - a. Date and time of incident;
 - b. Vehicle registration number and drivers name (if known);
 - c. Name of the carrier and carriers registration (if known);
 - d. The type and quantity (in tonnes) of waste;
 - e. Proposed measures to remove the waste including timescale; and
 - f. Proposed measures to safely quarantine the waste if it cannot be removed immediately.

3.4 Method Statement for Vehicle Batteries

Lead acid batteries shall only be accepted on site in accordance with a method statement previously agreed in writing by the Environment Agency and incorporated into the Working Plan. The method statement shall include maximum storage quantities and the maximum duration of storage, acceptance and control procedures, storage location, segregation and associated containment provisions.

3.5 Method Statement for Tyre Storage

Waste tyres shall only be stored in accordance with a method statement previously agreed in writing by the Environment Agency and incorporated into the Working Plan.

3.6 Method Statement for Swarf Storage

Swarf contaminated by cutting oils and any other oily wastes shall only be stored in accordance with a method statement previously agreed in writing by the Environment Agency and incorporated into the Working Plan.

3.7 Maximum Storage Capacity

Within 1 month of the date of issue of this licence modification a site plan and written details, identifying the nature of wastes, the relevant designated storage areas and the maximum quantities of wastes to be stored in each area, shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan.

3.8 Duration of Storage

The duration of storage of waste on site shall be subject to the limitations presented in the table below:

| Permitted Waste Type | Maximum Duration of Storage |
|--|-----------------------------|
| Non Scrap waste including fragmentiser dust, dirt or residues from which no further metal is to be recovered | 1 month |
| Part processed fragmentiser residues from which further metals are to be recovered | 6 months |
| Unprocessed scrap metal | 12 months |

3.9 Maximum Storage Dimensions

- i. Waste shall not be stacked in an insecure manner. No waste shall be stored above a maximum height of 10 metres from the mean ground level on which it stands. Within 2 months of the date of issue of this licence modification the licence holder shall submit written proposals to the Environment Agency for a method to readily determine the height of waste stacks using a reference level or other appropriate means;
- ii. Any single stack of scrap metal, scrap vehicles, white goods or associated wastes containing or including combustible materials shall be restricted to a maximum size of 50 metres in any horizontal direction.

3.10 Clearances around waste stockpiles

- i. Subject to paragraph iii. of this condition, a minimum unobstructed emergency vehicle access of at least 4 metres wide shall be provided and maintained around all sides of any stack of scrap metal, scrap vehicles, white goods or associated wastes containing or including combustible materials with a volume in excess of 200 cubic metres. A retaining bay wall or building enclosing the waste shall not be considered to constitute an obstruction for the purposes of this paragraph.
- ii. Notwithstanding paragraph i. and subject to paragraph iii. of this condition, a minimum unobstructed emergency vehicle access of at least 6 metres wide shall be provided and maintained between any stack of scrap metal, scrap vehicles, white goods or associated wastes containing or including combustible materials and :
 - a. any boundary of the site, any building, structure or fixed plant other than a retaining bay wall or building enclosing the waste;
 - b. any furnace or incinerator;
 - c. any compressed flammable gas, including liquid gas and gas dissolved in liquid under pressure; or
 - d. any substance having a flashpoint lower than 66 degrees Celsius.
- iii. An exception to the clearance requirements of this condition shall be made to permit the fragmentiser feedstock to be stockpiled adjacent to one side only of the feedstock conveyor into the mill. Clearance requirements for wastes which have been processed through the fragmentiser may be amended only in accordance with the written agreement of the Environment Agency.

3.11 Maintenance of Site Infrastructure

Unless otherwise specified in other conditions of this licence, all items of site infrastructure provided in accordance with this licence shall be maintained at all times in a state of good repair, and shall be visually checked for damage, leakage or other faults on a weekly basis. All necessary maintenance shall be carried out without undue delay and in any event within one week of detection unless otherwise agreed in writing by the environment Agency.

4. ENVIRONMENTAL CONTROLS

4.1 Risk Assessment for Emissions to Air

Within six months from the date of issue of this licence modification an assessment of the risks presented by aerial emissions from waste activities at the site shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan. The risk assessment shall identify potential sources of the release of airborne dust, toxic metals, volatile organic compounds or other aerial emissions, and assess the risks of these being carried off site and causing pollution of the environment, harm to human health or serious detriment to the amenity of the locality.

4.2 Aerial Emission Prevention and Control

- i. Effective measures shall be implemented and maintained to prevent the release of airborne dusts, toxic metals, volatile organic compounds or other aerial emissions which may cause pollution of the environment, harm to human health or serious detriment to the amenity of the locality. This shall include the use of effective extraction and abatement equipment and appropriate dust prevention and suppression measures.
- ii. For the purposes of this condition, the best available techniques not involving excessive costs for preventing the release of aerial emissions shall be used. Techniques include (in addition to technical means and technology) the number, qualifications, training and supervision of persons employed in the process where appropriate.
- iii. Within nine months of the date of issue of this licence modification a review of the adequacy of the existing aerial emission prevention and control measures for waste activities at the site shall be carried out, and a written report of the review provided to the Environment Agency. Where the existing measures do not satisfy the requirements of paragraphs i. and ii. of this condition, written proposals for the improvement of site controls shall be submitted with this review report to the Environment Agency.

4.3 Monitoring Schedule for Emissions to Air

- i. Within nine months of the date of issue of this licence modification a schedule for the monitoring of aerial emissions taking account of the risk assessment and prevention and control measures required by conditions 4.1 and 4.2 of this licence shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan. The monitoring schedule shall include details of the proposed frequency, location, methodology and sampling suite.
- ii. Monitoring shall be carried out in accordance with the agreed schedule and copies of all analyses shall be submitted to the Environment Agency within two months of the date on which the sampling was carried out.

4.4 Odours

Effective measures shall be taken to prevent the emission of offensive odours beyond the site boundary.

4.5 Monitoring of Residual Fragmentiser and Deduster Waste

- i. Within three months of the date of issue of this licence modification a schedule for monitoring the contamination levels in the residual waste, from which no further metal is to be removed, and dusts removed from the cyclones and any other dust removal processes, shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan. The monitoring schedule shall include details of the proposed frequency, sampling and analytical methodology and sampling suite. In any event monitoring shall occur not less frequently than on an annual basis.
- ii. Monitoring shall be carried out in accordance with the agreed schedule and copies of all analyses shall be submitted to the Environment Agency within two months of the date on which the sampling was carried out.

4.6 Spillages

- i. Where a spillage of oil, fuel or other potentially polluting liquid occurs outside of an area contained by a sealed drainage system, the spillage shall be contained using a suitable absorbent where necessary, and removed immediately, together with any contaminated absorbent or soil.
- ii. Within 1 month of the date of issue of this licence modification a method statement detailing how any spillage which occurs within an area of sealed drainage system will be dealt with shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan. This document shall detail how spillages will be managed to prevent pollution of the environment and harm to human health.
- iii. All used absorbent material and any contaminated soil shall be suitably packaged into sealed containers prior to disposal at a suitably licensed site.

4.7 Risk Assessment of Drainage and Effluent

- i. Unless otherwise agreed in writing with the Environment Agency, within four months of the date of issue of this licence modification an assessment of the risks of contamination of surface water and effluent arisings shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan. The risk assessment shall identify all sources of surface water and effluent arisings relevant to waste operations including surface water arisings from those areas dedicated to each type of waste reception, storage and treatment, bund waters, process waters from plant cleaning, vehicle cleaning, and any wet scrubbing of emissions. The risk of contamination of these arisings by list I and list II substances, shall be assessed, taking account of the guidance contained in Waste Management Paper 4A on the typical contaminants associated with scrapyards.
- ii. For the purposes of this licence condition list I and list II substances shall be as listed in Council Directive 80/68/EEC.

4.8 Management and Control of Drainage and Effluent

- i. No contaminated water or liquids shall be permitted to discharge from the site except in accordance with the terms of a valid consent or written permission issued by North West Water Limited or the Environment Agency.
- ii. Within six months of the date of issue of this licence modification the licence holder shall propose a scheme for the management of drainage and effluent arisings to include collection, segregation, and disposal. The scheme shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan. The proposed drainage infrastructure required to be submitted in accordance with condition 2.6 of this licence shall take account of the agreed drainage and effluent management scheme.

4.9 Monitoring Schedule for Drainage and Effluent

- i. Within six months of the date of issue of this licence modification a monitoring schedule based on the risk assessment referred to in condition 4.7 shall be submitted to the Environment Agency for agreement in writing and incorporation into the Working Plan. The monitoring schedule shall include details of the proposed sampling suite, frequency, location and methodology.
- ii. Monitoring shall be carried out in accordance with the agreed schedule and copies of all analyses shall be submitted to the Environment Agency within two months of the date on which the sampling was carried out.

4.10 Fires

No waste material shall be burnt within the boundaries of the site. Any fire at the site shall be treated as an emergency and dealt with in accordance with the Emergency Plan. Any outbreaks of fire shall be notified to the Environment Agency immediately or as soon as the situation permits in accordance with Condition 1.12.

4.11 Fire Prevention

- i. Appropriate precautions shall be taken in connection with the storage and handling of combustible materials to minimise the risk of fire and to minimise the environmental consequences should a fire occur.
- ii. Within six months of the date of issue of this licence modification an assessment of the risks of fire on site shall be carried out and details of the relevant precautions to be taken shall be provided to the Environment Agency for incorporation into the Working Plan. This section of the working plan may be amended without prior reference to the Environment Agency, as necessary, to ensure its effectiveness and to satisfy the requirements of the emergency services and other regulators. An updated copy of the Emergency Plan shall be provided to the Environment Agency forthwith upon any revision.

4.12 Explosion Prevention

- i. Appropriate precautions shall be taken to minimise the risk of explosions in the fragmentiser plant and to minimise the environmental consequences should an explosion occur. This shall include the following:
 - a. Vehicles shall be checked prior to processing to ensure that the fuel tanks have been emptied and pierced; and
 - b. Checks shall be made prior to processing for any other materials liable to cause an explosion.
- ii. A written record shall be kept of all explosions occurring in the fragmentiser plant including the date, time and details of the cause and the waste producer where known.
- iii. A written report shall be provided to the Environment Agency not less frequently than annually to include the following:
 - a. A summary of the data in relation to the records of incidents of explosion in the fragmentiser mill;
 - b. An interpretation of this data and any apparent trends since the last report, and in previous years; and
 - c. A report of the action taken to reduce the number of incidents and the proposed future action to further reduce these incidents.

4.13 Cleanliness of Vehicles

Effective measures shall be taken to ensure that mud, dust or other materials are not deposited outside the site boundary by vehicles leaving the site.

4.14 Litter

Effective measures shall be taken to prevent the escape of litter or wastes from the site. The site shall be checked and cleared of litter daily.

4.15 Vermin and Pests

The site shall be checked regularly and not less than once per week for the presence of vermin or other pests, and appropriate measures shall be taken to eliminate any such vermin or pests which are detected.

4.16 Noise

The best practicable means shall be adopted at all times in the design, construction, silencing and maintenance of all plant and equipment operational on the site to reduce noise to a minimum and prevent a serious detriment to the amenity of the area due to noise.

5. SITE RECORDS

5.1 Removals of Waste from the Site:

A record shall be kept of the following information for wastes removed from the facility:

- i. Date and time of collection;
- ii. Vehicle registration number or the identity of the vehicle or vessel as relevant;
- iii. Name of the carrier and carriers registration number where relevant;
- iv. The type and quantity (in tonnes) of waste; and
- v. The destination of the waste.

5.2 Summary and Submission of Records

An annual summary of the types and quantity of waste, both inputs and outputs, from the site shall be forwarded to the Environment Agency, within 30 days of the end of the year (April- March to which it relates).

5.3 Site Logbook

A written record shall be kept at the site office of significant events on site and shall include details of:

- i. Construction and repair works;
- ii. Fragmentiser plant maintenance and breakdowns including control equipment;
- iii. Emergencies including all incidents of fire;
- iv. Site inspections carried out by the operator (for example inspections of the drainage system and impermeable surfaces);
- v. Complaints (including date and time of complaint, nature of complaint and actions taken);
- vi. Any incidents involving injury of visitors to the site or members of the public; and
- vii. Dates on which information was forwarded to the Environment Agency in accordance with the conditions of this licence.

5.4 Retention and Surrender of Records

All written records required under the conditions of this licence shall be kept at a specified location and for a duration period which shall be agreed in writing with the Environment Agency.

5.5 Inspection of Records

All written records required by the conditions of this licence shall be made available to any authorised representative of the Environment Agency for inspection on request at any reasonable time.

Regent Road, Liverpool L20 1DQ

your ref.

our ref.

Merseyside Waste Disposal Authority

**DALMEIJER
processing
(U.K.) LTD**

Telephone 051-922 4647

Telex 629027 Dapro G

Telefax 051-922 3293

STATEMENT OF INTENT

5 May 1988

The above named company carries on the business of scrap metal processors, merchants and shippers at its two premises in Liverpool as shown on the accompanying site and location plans.

EMPLOYEES

The company is owned jointly by the Dalmeijer Group of Rotterdam, Holland and Hansa Rohstoffe, Germany. It is under the control of a local Director/General Manager, and has the following staff:

| | |
|--------------------|------------------|
| Company Secretary | 1 |
| Shipping Manager | 1 |
| Commercial Manager | 1 |
| Yard Manager | 1 |
| Yard Foreman | 1 |
| Office Staff | 3 |
| Operatives | 24 |
| TOTAL | <u>32</u> |

2. The company specializes in:
 - (a) The recovery of ferrous and non ferrous materials from old car bodies, domestic appliances and similar materials through a fragmentation process carried out at its Canada Dock Site.
 - (b) The recovery of and sorting of non-ferrous metals as an extension of the above as its separation plant at Bankfield.
 - (c) The reduction of heavier ferrous materials through a shearing process is carried on through an hydraulic shear located at Bankfield Mill. The resultant Material forming basic feed stock for steel mills.
 - (d) The receiving and shipping of processed stocks of steel mill scrap at Canada Dock/Bankfield Mill.

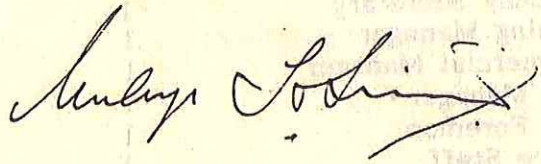
All the material is received normally by road tipper vehicles during normal business hours and is passed over the company's weighbridge where weight and grade are recorded. Material is normally despatched in bulk by sea from the facility but non-ferrous and waste are loaded to lorry for delivery in-land. All relevant records are kept.

3. All relevant instrumentation is installed on the fragmentizer to ensure the correct running of the plant. these include heat sensors, electrical relay trips, oil guages etc. A short wave wireless link is maintained between the plant and the office.
4. All materials are stored in bulk in the open at the facility except for the non-ferrous which is stored under cover at Bankfield.

Cont:

5. The only residue taken for disposal is the fragmentiser waste which is removed under contract by A. B. Little & Co, Haulage Contractors, to be disposed of at the Wimpey tip, Silver Lane, Risley.
6. It is rare for the company to receive any unacceptable material. Anything of a flammable or explosive nature is returned immediately to the supplier.
7. Stocks on the premises of processed and unprocessed scrap vary from a few hundred tonnes to several thousand according to market constraints. Fragmentizer dirt is moved continuously and rarely amounts to more than two or three lorry loads at any given time at most.
8. Dust from the fragmentizer plant is kept under control by a dual wind-sifter arrangement allied to a dampening spray of water at the mill. The area around the mill is regularly swept and cleaned. A mechanical sweeper is kept to ensure the general cleanliness of the yard. Toilets, showers, mess and canteen facilities are available to all operatives.

M. H. Smith
Commercial Manager
pp Dalmeijer Processing (UK) Ltd



RIGHTS OF APPEAL

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

Where, except in pursuance of a direction given by the Secretary of State,

- (a) an application for a licence or a modification of the conditions to the licence is rejected
- (b) a licence is granted subject to conditions

the applicant may appeal from the decision to the Secretary of State.

Therefore if you feel aggrieved by the decision or any of the conditions to the licence as granted you may obtain the appropriate form on which to give written notice of an appeal from:

The Planning Inspectorate
Room 10/13
Tollgate House
Bristol
BS10 9DJ

Tel 0117 987 8812
Fax 0117 987 8406

This notice of appeal should be accompanied by the following information; a copy of the licence; a copy of any correspondence relevant to the appeal; a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development; and a statement indicating whether you wish to appeal to be in the form of a hearing or on the basis of written representations. You are also required to serve a copy of your notice of appeal, together with copies of any the above documents that have accompanied your notice of appeal, on the Environment Agency (at the address overleaf). You should appeal within 6 months of the date that this notice takes effect but the Secretary of State may allow notice of appeal to be given after the expiry of this time period.