

GUIDANCE FOR WASTE MANAGEMENT LICENCE APPLICATIONS AND PRODUCING A WORKING PLAN

Prior to completing the application forms for a waste management licence it is advisable that a pre-application meeting take place with Simon Welch, Waste Regulation Officer.

All applications under the Environmental Pollution Law are new applications. Applicants, therefore, will need to complete forms A, B & F.

Any reference to the "Law" means The Environmental Pollution (Guernsey) Law, 2004. Any reference to the "Ordinance" means The Environmental Pollution (Waste Control and Disposal Ordinance), 2010.

The Application Forms

Please read the notes at the beginning of Form A before completing. The application forms are the foundation of the licensing process. They set out the basis of the activities that are undertaken or proposed, however, the details of how you operate your site also needs to be set out in a document called the "Working Plan". More information on the Working plan is given below.

Form Part A

Section A1.1 – All applications under the Law are dealt with as new applications. The Law comes into effect on 1 June 2010 and there is a 2 month period in which to submit an application for a Waste Management Licence.

Section A1.2 – The Operator is the name of the organisation that is undertaking the prescribed waste operations, (see Part B below). It can be the trading name of the business, as further information regarding the identity of the trading business is required in Section A3.

Section A1.3 – This should be the address of the site where prescribed waste operations is currently, or will take place. If you operate more than one site each, one will require a separate licence application.

Section A1.4 – Some operations may have held a waste licence under previous waste management controls. If you have a previous waste management licence number please provide it.

Section A2 – If you are using an agent to complete your application on your behalf and want us to contact them directly, tell us in this section. If you as the operator would prefer to discuss the application directly with us, please indicate that you should be the contact point.

Section A3 – This part of the form seeks information on whether the applicant is either from an individual, a Partnership or is a Limited Company or Corporate application. Please complete one box in Section A3.1 and give details in the appropriate section.

Form Part B

Part B has two versions, Form B1 which covers sorting, processing, treating and storage operations. If you are undertaking these operations you should complete only Form B1.

Form B2 covers landfill and incineration operations. Those applicants seeking a licence for a landfill or incineration operation should complete sections 1 and 2 of Form B1, in addition to Form B2

Section 13 of The Environmental Pollution (Guernsey) Law, 2004 sets out what the “Prescribed operations” are for dealing with waste at a site, or for using mobile plant or equipment. These prescribed operations are:-

“Sorting, processing, treating, storage or disposal of waste.”

Guidance on Form B1

Section 1 – For each of the types of prescribed operation, (in bold above), you are undertaking at the site you should set out, one on each line, in this section. Most operations will involve the storage of waste, but if you undertake further processes they should also be specified. If different operators, (on sites with more than one operator), undertake different prescribed operations they should be identified separately.

Section 2 – The European Waste Catalogue can be found in Schedule 1 of The Waste Control and Disposal (Specially Controlled Waste) Ordinance, 2010. Use a template table, (example below), to specify the waste types would wish to receive or specifically exclude.

Waste code	Description of waste	Include or Exclude
Example	Example	Example
170904	Mixed construction and demolition waste	Include

Section 3 – For each type of prescribed operation set out in Table 1a detail any emissions to air, land or water as set out in the tables. Parameters should include any pollutant generated and the quantity released.

Section 4 – You should detail the type of facility you operate. Examples could include transfer station, secure storage, waste treatment facility or mobile plant or equipment. The description will require process diagrams setting out the how waste is received, subjected to the prescribed operations given in Table 1 and where and how wastes are reused, recovered or disposed of. Any plant or equipment utilised to undertake these operations should be detailed.

Section 5 - In addition to the operating techniques given in 4 above mobile plant or equipment will require some additional information. Where and how the mobile plant is deployed will affect those in the vicinity of the operation. Operators should outline how they intend to mitigate these environmental and amenity impacts.

Section 6 – You should provide any information about your operation which may affect these specially designated sites

Section 7.1 You should provide evidence of the planning status of the site where you wish to undertake waste operations.

Section 7.2 Information should only be provided where “Yes” is answered in Section 7.2. Convictions other than for the pollution related offences given in this section should not be specified.

Section 7.3 You should detail the structure and hierarchy of responsibility of all the staff roles working at the facility. Particular emphasis should be given to those that either supervise or have day-to-day operational control of the facility. Where the applicant is a partnership or a company the roles and responsibilities of Director’s or similar officers should be set out. Further details should be given of how management systems will ensure transfer of responsibility when the person in operational control of the facility is absent.

Section 7.4 Where expenditure is required for any proposed or future works an estimate should be included. This should include any contingencies in relation to maintaining or replacing essential plant or equipment, including any polluting control or monitoring equipment. Further information should be provided to ensure that the necessary expenditure is available to clear the site of waste. This should be based on the cost of removing the maximum storage capacity available at the site.

Guidance on Form B2

For waste management licence applications involving incineration of waste applicants should refer to the BAT Reference, BREF on waste incineration to complete sections B1.2 – B5 of this form. This is available from the Director of Environmental Health and Pollution Regulation.

Applicants for either waste incinerations processes or landfill operations should complete section B6. It is important to identify the nature, water quality and quantity of any discharge proposed either to sewer, stream or to land.

Applicants for landfill should complete section B1.2 of form B2 before moving on to section B5. A details report of the hydrogeological and geological setting for the landfill should be included identifying any potential pollution pathways and methods to mitigate such pathways.

Only applicants proposing landfill operations need complete section 7.1. Details of the types and quantities of waste to be deposited should include all wastes received; including any that are used for site construction or other engineering purposes. Details of the proposed or available void space remaining should be specified in cubic metres.

Applicants can complete sections 7.1, 7.2, 7.3 and 7.4 on either form

Information should only be provided where “Yes” is answered in Section 7.3. Convictions other than for the pollution related offences given in this section should not be specified.

Section B7.4 should detail the structure and hierarchy of responsibility of all the staff roles working at the facility. Particular emphasis should be given to those that either supervise or have day-to-day operational control of the facility. Where the applicant is a partnership or a company the roles and responsibilities of Director’s or similar officers should be set out. Further details of how management systems will ensure transfer of responsibility when the person in operational control of the facility is absent should be given.

Section B7.5 & 7.6 is primarily for applicants for landfill operations. Landfill aftercare will need to be undertaken for a significant period of time following the cessation of operations. Details of how this financial burden in the future is to be managed should be detailed. For incineration and other non-landfill operations an estimate of the cost of clearing the operations of waste should be provided.

Form Part F

For the scale of application fee, please refer to Schedule 2 of The Environmental Pollution (Waste Control and Disposal)(Fees) Regulations, 2010. Reference should also be made to the notes of the schedule in determining which fees apply. This Schedule is attached to Part F of the application form.

The Working Plan

The Working Plan will consist of a report and a number of cross-referenced plans / maps. The report should be divided into 7 sections with the following headings

- Section 1: Site description and characterisation of risk source
- Section 2: Site engineering for pollution prevention and control
- Section 3: Site infrastructure
- Section 4: Site operations
- Section 5: Pollution control, monitoring and reporting
- Section 6: Amenity management and monitoring
- Section 7: Site records

Further guidance on each section is given below. Some parts may not apply to all types of waste operations.

Working Plan Section 1

- 1.1 Specified site and waste management operations. An overview of where the site is what the operations are, or will be undertaken on site in the future.
- 1.2 Permitted waste – Details the types and quantities of waste you wish to accept at the site. This should details the annual tonnages, or in the absence of a

weighbridge, volumes of wastes received, stored, processed, recovered, or disposed of.

- 1.3 Hours of operation – Consideration should be given to the times the applicant may wish to accept waste at the facility, which may be different from the hours in which the operator wishes to process waste. Details of variations of opening and processing times should be specified for weekends and Public Holidays.
- 1.4 Groundwater protection - The applicant should set out the risks of ground and surface water pollution arising from the operation. This is particularly important if the site is within Guernsey's water catchment area.
- 1.5 Staffing and supervision – The applicant should set out the number and roles of the staff on site. The applicant should demonstrate who has operational responsibility for operating the site, and if that person is absent who takes on that responsibility.
- 1.6 Details of any preparatory or future additional works – Set out how you propose to adapt the site for waste operations, or provide details of any future developments you can foresee.
- 1.7 Details of commencement, cessation and recommencement of waste operations
- If the site has yet to commence when do you intend to start accepting waste? If you are currently accepting waste, will you need to put in place any cessation of waste operations as part of your future development plans?

Working Plan Section 2

- 2.1 Engineering survey – If your application involves disposal, an engineering ground survey for the site should be included.
- 2.2 Engineering containment and drainage systems – Details of site drainage and collection / discharge points for both surface and contaminated drainage should be provided. Where any discharge from the site is undertaken, what systems, such as interceptor etc are used, and how are they managed in order to prevent pollution? The technical specification of any containment system should be detailed e.g. membrane, concrete specifications etc. If a landfill operation, details of leachate and gas containment should be specified. Buildings and covered areas also need to be detailed here.
- 2.3 Leachate management systems – If leachate is produced, details of risk management, monitoring, control, treatment and disposal should be given.
- 2.4 Landfill gas management systems – Details of risk management, monitoring, control, treatment and disposal should be given.
- 2.5 Surface water management – for disposal operations, details of the surface water collection, management and control should be given.

- 2.6 Installation, maintenance and protection of final capping – for landfill operations only
- 2.7 Site completion final landform – Details of profiling and restoration proposal should be included.

Working Plan Section 3

- 3.1 Site security – Details of security barriers, fences, walls, gates etc, including scaled drawing and access provisions and prevention of unauthorised access.

Working Plan Section 4

- 4.1 Control of mud and debris – All sites, except where no risk is identified, will be required to set out controls and remedial measures to deal with mud or debris being taken onto the public highway. Details of vehicle cleaning and inspection regime and controls should be given and the specification of any wheel cleaning facilities.
- 4.2 Potentially polluting leaks and spillages – Operational measures to prevent, control and remediate potentially polluting leaks and spillages should be provided for all sites. Details should include inspection of loads, good housekeeping, proper maintenance and monitoring of containers, bunds and interceptors, together with an effective action plan to control and minimise spills and leakages.
- 4.3 Fires on site – Details should be given for fire control and elimination procedures, including any fire fighting equipment and materials, training and, in the event of a fire, the containment and disposal of residues.
- 4.4 Waste acceptance and control systems and procedures – There should be a relevant specified waste acceptance procedure which covers, waste reception, inspection, acceptance or quarantine and rejection. Having accepted waste at the site how is the waste tracked, stored and segregated to prevent incompatible mixing?
- 4.5 Waste treatment and processing – Applicants should provide a description of waste treatment plant and equipment, operational procedures, inputs and outputs from the process and action to be taken during breakdown of plant or other adverse events.
- 4.6 Waste discharge and emplacement – for landfill operations, details of the methods of discharge and emplacement should be specified to prevent damage to engineering control and pollution monitoring systems. Details of how the waste is discharged and emplaced should be set out in order to minimise release of dust, odour and litter.
- 4.7 Use of daily and intermediate cover – For landfill operations dealing with degradable waste, how is cover utilised to minimise windblown litter, odours, scavenging birds, pest and vermin infestation, fires and visual amenity?

Working Plan Section 5

- 5.1 Monitoring of landfill gas – design, installation and monitoring and reporting of landfill gas within the waste body or engineered containment.
- 5.2 Monitoring of landfill gas – design, installation and monitoring and reporting of landfill gas external to the waste body or engineered containment.
- 5.3 Monitoring of gases and aerosols – Monitoring and reporting gases and aerosols other than landfill gas. This will include gases resulting from the combustion of landfill gas both at flare stacks and in energy generation equipment.
- 5.4 Monitoring of leachate – design, installation, monitoring and reporting of leachate, including any treatment and proposed methods of disposal.
- 5.5 Groundwater monitoring - design, installation, monitoring and reporting of groundwater at and around the site
- 5.6 Surface water monitoring – design, installation, monitoring and reporting of surface water at and around the site.
- 5.7 Monitoring of meteorological conditions – This includes the provision of meteorological data on wind speed, rainfall, barometric pressure and temperature. This should also include a meteorological action plan with trigger levels to be acted upon to immediately control and minimise immediate risks of environmental pollution, harm to human health or serious detriment to the amenity.

Working Plan Section 6

- 6.1 Control, monitoring and reporting of dusts, fibres and particulates – Describe the measures to be provided to prevent and control releases of dust, fibres and particulates, both on site and beyond the site boundary. This should include an action plan to immediately control and minimise immediate risks of environmental pollution, harm to human health or serious detriment to the amenity.
- 6.2 Control of odours – Detail the measures to be provided to prevent and control releases of odours both on site and beyond the site boundary. This should include an action plan to immediately control and minimise immediate risks of environmental pollution, harm to human health or serious detriment to the amenity.
- 6.3 Control of pests – Detail the measures to be provided to prevent and control infestations by pests, including vermin and insects that are liable to occur.
- 6.4 Control of scavenging birds and other scavengers – Detail the measures to be provided to prevent and control scavengers. Where appropriate detail netting specifications or appropriate scaring methods.

6.5 Control of litter – Detail the measures to be provided to prevent and control litter. Where appropriate general housekeeping procedures, landfill cover or netting and should specify appropriate inspection frequencies, clean up procedures and action procedures. This may include provisions for high wind conditions.

Working Plan Section 7

7.1 Security and availability of records – A waste management licence will specify that records are kept. Information should be provided regarding the location of where these records are kept and details of how they are maintained to keep them secure from loss, damage or deterioration.

7.2 Hazardous waste deposits at landfill sites – The means of measuring and recording deposits of specially controlled waste, including the format of the records e.g. 3- dimensional grid plans.