



## Licence Number EAWML 73293

### with Introductory Note

## Facility Type: Composting in Open Windrows

Environmental Protection Act 1990

**Licence holders** Jeffrey Jennings Clarke,  
Elizabeth Clarke,  
Roger Jeffrey Clarke and  
Jonathan Ian Clarke

**Specified land** Pebble Hall  
Theddingworth  
Lutterworth  
Leicestershire  
LE17 6NJ

### Contents

INTRODUCTORY NOTE .....	2
LICENCE .....	4
CONDITIONS .....	5
1 – MANAGEMENT .....	5
2 – OPERATIONS .....	5
3 – EMISSIONS AND MONITORING .....	6
4 – INFORMATION .....	7
SCHEDULE 1- SITE PLAN .....	10
SCHEDULE 2 - OPERATIONS .....	11
SCHEDULE 3 – CONTROL AND MONITORING OF EMISSIONS .....	13
SCHEDULE 4 - INTERPRETATION .....	17



---

## Introductory note

This introductory note does not form a part of the licence

This licence permits the holder to operate a composting facility at the specified location. The inputs are limited to wastes detailed in Schedule 2, Table 2.2. They do not include any cooked food waste or animal waste that would be covered by the Animal By-Products Regulations<sup>1</sup>. Composting can only be carried out under predominantly aerobic conditions in windrows located either indoors or outdoors. It cannot be carried out in any form of enclosed reactor vessel or under deliberately anaerobic conditions. This licence does not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

This licence does not allow any emission into surface waters or groundwater. However:

- Liquids may be discharged into a sewer subject to a consent issued by the sewerage undertaker.
- Liquids may be tankered off-site for disposal or recovery.
- Clean surface water from roofs, or from areas of the site that are not being used in connection with the storage and treatment of waste, may be discharged directly to surface waters, or to groundwater by percolation through the soil via a soakaway.

## Operational requirements specified in regulations

Some aspects of the activity are not controlled by the conditions of this licence, because the controls are specified in the Waste Management Licensing (WML) Regulations<sup>2</sup>, or other legislation. These include:

- Regulation 4 of the WML Regulations describes the qualifications required by a technically competent person at a waste management facility.
- Section 33 (1)(c) of the Environmental Protection Act 1990 prohibits the treating, keeping or disposal of controlled waste in a manner which causes or is likely to cause pollution of the environment or harm to human health.
- Section 85 of the Water Resources Act 1991 under which it is an offence to cause or knowingly permit polluting matter to enter controlled waters, (which include both surface and ground waters), unless the discharge is specifically allowed in a permit.
- The Oil Storage Regulations<sup>3</sup> require oil storage tanks to be banded.

## Public registers

The public registers in Agency offices contain information relating to licences including the application and monitoring results. Certain information may be withheld from public registers where it is commercially confidential or contrary to national security. Some information is also available on the Agency's website (see below).

## Appeals against the conditions in the licence

The licence holder may appeal to the Secretary of State against any of the conditions imposed by this licence, within 6 months of the date of issue.

## Licence modifications, transfers and surrender

The Agency may modify the conditions of this licence in the future. If the licence holder wishes to modify the conditions, transfer the licence to another person or surrender the licence then he must submit an application to the Agency.

---

## **Other permits at this location**

There may be other environmental permits at this location, issued to different operators/ licence holders or to the same operator/ licence holder for different activities. There may also be permits issued by another regulator such as the local authority. For information on any other Agency-issued permits please contact the Agency (see below).

This waste management licence does not remove the licence holder from their obligations under any other legislation.

## **Talking to us**

Please quote the licence number if you contact the Agency about this licence.

In the event of an incident the Agency may be contacted using the Incident Hotline telephone number (0800 80 70 60). Calls are free and the hotline operates 24 hours a day, 7 days a week.

For routine enquiries during office hours, the Agency contact telephone number is 08708 506 506. Alternatively you can write to the Agency local office (at the address given in the phone book) or go to the Agency website at [www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) where you can: complete an enquiry form on-line, look up the site under "what's in your backyard", or search for other information.

<sup>1</sup> - The Animal By-Products (England) Regulations 2003 (SI2003 No. 1482) and The Animal By-Products (Wales) Regulations 2003 (SI2003 No. 2756).

<sup>2</sup> - The Waste Management Licensing Regulations 1994 (SI 1994 No. 1056), (as amended)

<sup>3</sup> - The Control of Pollution (Oil Storage) (England) Regulations 2001 (SI 2001 No. 2954)

*End of Introductory Note.*

## Licence

Environmental Protection Act 1990  
Waste Management Licensing  
Regulations 1994



### Waste Management Licence Number EAWML 73293

### Facility Type: Composting in Open Windrows

The Environment Agency ("the Agency") in exercise of its powers under section 36 of the Environmental Protection Act 1990, hereby authorises:

**Jeffrey Jennings Clarke, Elizabeth Clarke, Roger Jeffrey Clarke and Jonathan Ian Clarke**  
("the licence holder"),

whose address is

**Pebble Hall**

**Theddingworth**

**Lutterworth**

**Leicestershire**

**LE17 6NJ**

to carry out the keeping and treatment of waste at

**Pebble Hall**

**Theddingworth**

**Lutterworth**

**Leicestershire**

**LE17 6NJ**

the boundary of which is shown on the site plan at schedule 1 to this licence

to the extent authorised by and subject to the conditions of this licence.

Signed

Date

	26/4/07
--	---------

**Phil Hukin – Team Leader Regulatory (Waste)**

Authorised to sign on behalf of the Agency

---

# **Conditions**

## **1 – MANAGEMENT**

### **1.1 General management**

1.1.1 The activities shall be managed and operated:

- (a) in accordance with a management system, which identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents and non-conformances and those drawn to the attention of the licence holder as a result of complaints; and
- (b) by sufficient persons who are competent in respect of the responsibilities to be undertaken by them in connection with the operation of the activities.

1.1.2 Records demonstrating compliance with condition 1.1.1 shall be maintained.

1.1.3 Any persons having duties that are or may be affected by the matters set out in this licence shall have convenient access to a copy of it kept at or near the place where those duties are carried out.

### **1.2 Accident management plan**

1.2.1 The licence holder shall:

- (a) maintain and implement an accident management plan;
- (b) review and record at least every 4 years or as soon as practicable after an accident, (whichever is the earlier) whether changes to the plan should be made;
- (c) make any appropriate changes to the plan identified by a review.

### **1.3 Site security**

1.3.1 Site security measures shall prevent unauthorised access to the site, as far as practicable.

## **2 – OPERATIONS**

### **2.1 Licensed activities**

2.1.1 The licence holder is authorised to carry out the activities specified in Schedule 2, Table 2.1 ("the activities").

### **2.2 Waste acceptance**

2.2.1 Waste shall only be accepted if:

- (a) it is of a type and quantity listed in Schedule 2, Table 2.2; and
- (b) it conforms to the description in the documentation supplied by the producer and holder in accordance with the standards specified in Schedule 3, Table 3.3.

2.2.2 Records shall be maintained of all waste accepted onto the site.

---

## **3 – EMISSIONS AND MONITORING**

### **3.1 Emissions to air, water, or land**

- 3.1.1 There shall be no point source emissions to air, water, or land.

### **3.2 Transfers off-site**

- 3.2.1 Records of all the wastes sent off site from the activities, for either disposal or recovery, shall be maintained.

### **3.3 Fugitive emissions of substances**

- 3.3.1 Fugitive emissions of substances (excluding odour and noise) shall not cause pollution. The licence holder shall not be taken to have breached this condition if appropriate measures have been taken to prevent or where that is not practicable, to minimise, those emissions.
- 3.3.2 Litter or mud arising from the activities shall not cause pollution. The licence holder shall not be taken to have breached this condition if appropriate measures have been taken to prevent or where that is not practicable, to minimise, the litter and mud.
- 3.3.3 Litter and mud arising from the activities shall be cleared from affected areas outside the site as soon as practicable.
- 3.3.4 All liquid wastes, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the licence holder has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container.
- 3.3.5 No waste shall be deposited, stored, treated or otherwise handled in any area of the site until the engineered site containment and drainage system for that area has been constructed and completed in accordance with the standards specified in Schedule 3, Table 3.1.
- 3.3.6 In the event of any potentially polluting leak or spillage occurring on site, documented control and remediation procedures shall be implemented immediately and recorded in accordance with the standards specified in Schedule 3, Table 3.2
- 3.3.7 Composting shall only be carried out on the site in accordance with the standards specified in Schedule 3, Table 3.4.
- 3.3.8 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site in accordance with the standards specified in Schedule 3, Table 3.5

### **3.4 Odour**

- 3.4.1 Emissions from the activities shall be free from odour at levels likely to cause annoyance outside the site, as perceived by an authorised officer of the Agency, unless the licence holder has used appropriate measures to prevent or where that is not practicable, to minimise, the odour.
- 3.4.2 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of odours from the site, in accordance with the standards specified in Schedule 3, Table 3.6.

---

### **3.5 Noise**

- 3.5.1 Emissions from the activities shall be free from noise at levels likely to cause annoyance outside the site, as perceived by an authorised officer of the Agency, unless the licence holder has used appropriate measures to prevent or where that is not practicable, to minimise, the noise.

### **3.6 Pests**

- 3.6.1 Scavenging animals, scavenging birds and other pests shall not cause pollution, unless the licence holder has used appropriate measures to prevent or where that is not practicable, to minimise, such pollution.

### **3.7 Monitoring**

- 3.7.1 The licence holder shall, unless otherwise agreed in writing by the Agency, undertake monitoring for the parameters, at the locations and at not less than the frequencies specified in the following schedules and tables to this licence.

- (a) Schedule 3, Table 3.4.
- (b) Schedule 3, Table 3.5.
- (c) Schedule 3, Table 3.6.

- 3.7.2 The licence holder shall maintain records of all monitoring required by this permit including records of the taking and analysis of samples, instrument measurements (periodic and continual), calibrations, examinations, tests and surveys and any assessment or evaluation made on the basis of such data.

## **4 – INFORMATION**

### **4.1 Records**

- 4.1.1 All records required to be made by this licence shall:
- (a) be legible;
  - (b) be made as soon as reasonably practicable;
  - (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible, or are capable of retrieval; and
  - (d) be retained, unless otherwise agreed by the Agency, for at least 6 years from the date when the records were made, or in the case of the following records until licence surrender:
    - (i) off-site environmental and health effects; and
    - (ii) the condition of land and groundwater.

- 4.1.2 Any records required to be made by this licence shall be supplied to the Agency within 14 days, where the records have been requested in writing by the Agency.

### **4.2 Reporting**

- 4.2.1 All reports and notifications required by the licence shall be sent to the Agency using the contact details supplied in writing by the Agency.
- 4.2.2 A summary report of the waste types and quantities accepted and removed from the site shall be made for each quarter. It shall be submitted to the Agency within one month of the end of the quarter and shall be in the format required by the Agency.

---

## 4.3 Notifications

- 4.3.1 The Agency shall be notified without delay following the detection of:
- (a) any malfunction, breakdown or failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution;
  - (b) the breach of a limit specified in this licence; and
  - (c) any significant adverse environmental and health effects.
- 4.3.2 Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.
- 4.3.3 Prior written notification shall be given to the Agency of the following events and in the specified timescales:
- (a) as soon as practicable prior to the permanent cessation of any of the activities;
  - (b) cessation of operation of all or part of the activities for a period likely to exceed 3 months;
  - (c) resumption of the operation of all or part of the activities after a cessation notified under (b) above
- 4.3.4 Where the Agency has requested in writing that it shall be notified when the licence holder is to undertake monitoring and/or spot sampling, the licence holder shall inform the Agency when the relevant monitoring is to take place. The licence holder shall provide this information to the Agency at least 14 days before the date the monitoring is to be undertaken.
- 4.3.5 The Agency shall be notified within 7 days of any changes in technically competent management and the name of any incoming person together with evidence that such person has the required technical competence.
- 4.3.6 The Agency shall be notified within 14 days of the licence holder and/or any relevant person being convicted of a relevant offence, (unless such information has already been notified to the Agency), with details of the nature of the offence, the place and date of conviction, and the sentence imposed.
- 4.3.7 The Agency shall be notified within 14 days of the licence holder and/or any relevant person lodging an appeal against a conviction for any relevant offence and of the outcome when the appeal is decided.
- 4.3.8 The Agency shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:
- a) Where the licence holder is a registered company:
    - any change in the licence holder's trading name, registered name or registered office address;
    - any change to particulars of the licence holder's ultimate holding company (including details of an ultimate holding company where a licence holder has become a subsidiary);
    - any steps taken with a view to the licence holder going into administration, entering into a company voluntary arrangement or being wound up; and
    - if the licence holder is not the operator: any change in the operators trading name; address; registered name or registered office address.
  - b) Where the licence holder is a corporate body other than a registered company:
    - any change in the licence holder's name or address;
    - any steps taken with a view to the dissolution of the licence holder; and
    - if the licence holder is not the operator: any change in the operators trading name; address; registered name or registered office address.



---

c) In any other case:

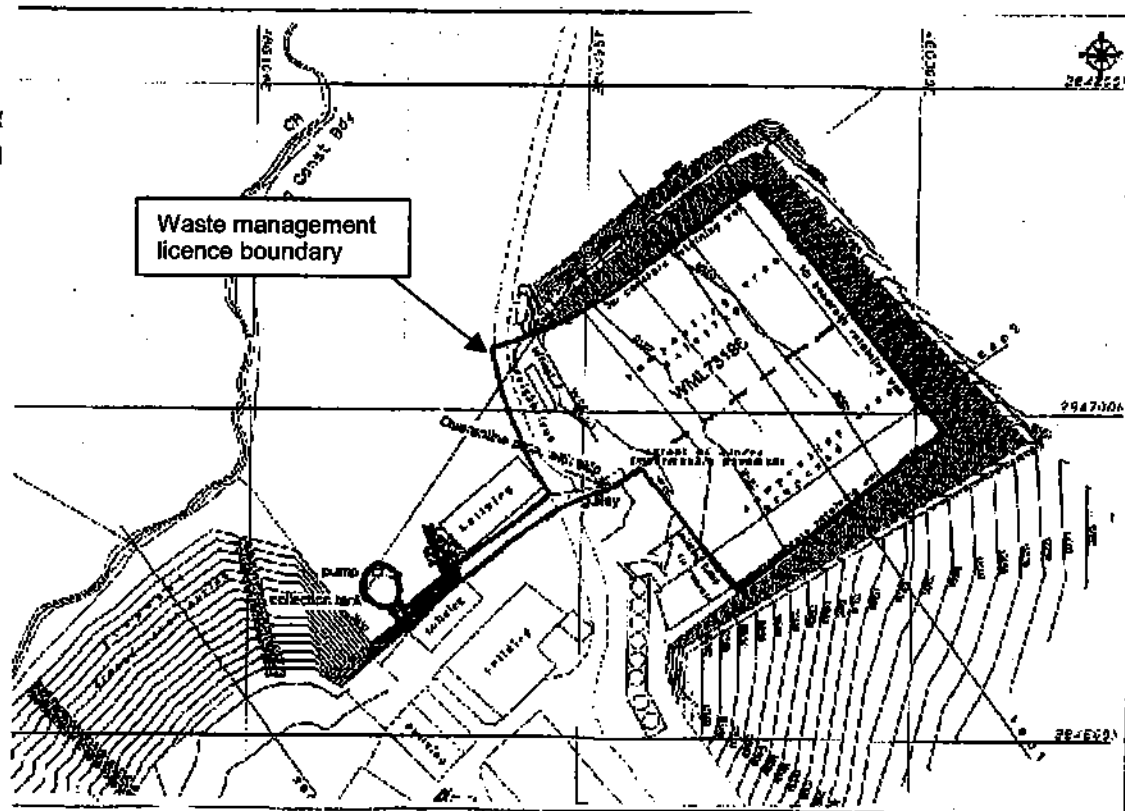
- the death of any of the named licence holders (where the licence holder consists of more than one named individual);
- any steps taken with a view to the licence holder, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case of them being in a partnership, dissolving the partnership; and
- if the licence holder is not the operator: any change in the operators trading name; address; registered name or registered office address.

4.3.9 The Agency shall be notified at least 7 days in advance of the commencement of any of the activities.

## **4.4 Interpretation**

4.4.1 In this licence the expressions listed in schedule 4 shall have the meaning given in that schedule.

## Schedule 1- Site plan



Plan not to scale

"Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office ©Crown Copyright 2000. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings."

## Schedule 2 - Operations

Table 2.1 Licensed activities

Description of activities	Limits of activities
<b>R13:</b> 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>The storage, physical treatment, composting and maturation of wastes must take place in a well-ventilated building on impermeable pavement with a sealed drainage system, or outdoors on areas of impermeable pavement with a sealed drainage system.</p> <p>The storage, physical treatment, composting and maturation of wastes must not take place in any form of enclosed reactor vessel.</p>
<b>R2:</b> Recycling or reclamation of organic substances which are not used as solvents (by the biological treatment process of composting with associated physical treatment by way of shredding and screening).	<p>The storage, physical treatment, composting and maturation of wastes under anaerobic conditions shall be prevented, or where that is not practicable, minimised.</p> <p>The maximum total quantity of waste stored prior to composting, composted and stored for maturation at the site shall not exceed 4,500 tonnes at any one time.</p>

Table 2.2: Licensed waste types and quantities

### Maximum Quantities

The quantity of wastes listed below, accepted at the site shall be less than 30,000 tonnes a year.

### Exclusions

Notwithstanding the specification of waste types below, wastes shall not be accepted at the site which have any of the following characteristics:

- Consisting solely or mainly of dusts, powders or loose fibres

Waste Code	Description
02	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing (non hazardous)
02 01	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	Plant tissue waste
02 01 06	Animal faeces, urine and manure (including spoiled straw)
02 01 07	Wastes from forestry (comprising wood and plant tissue)
02 03	Wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea, and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	Biodegradable materials unsuitable for consumption or processing (other than those containing dangerous substances)
02 06	Wastes from the baking and confectionery industry
02 06 01	Biodegradable materials unsuitable for consumption or processing (other than those containing dangerous substances)
03	Wastes from wood processing and the production of panels and furniture, pulp paper and cardboard

Table 2.2: Licensed waste types and quantities	
03 01	Wastes from wood processing and the production of panels and furniture
03 01 01	Waste bark and cork
03 01 05	Sawdust, shavings, cuttings, wood, particle board and veneer other than those containing dangerous substances
03 03 01	Waste bark and cork
03 03 05	De-inking sludges from paper recycling
15	Waste packaging; absorbents, wiping cloths, filler materials and protective clothing not otherwise specified
15 01	Packaging (including separately collected municipal packaging waste)
15 01 01	Paper and cardboard packaging
15 01 03	Wooden packaging (untreated)
17	Construction and demolition wastes
17 02	Wood, glass and plastic
17 02 01	Wood (untreated)
19	Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water intended for human consumption and water for industrial use
19 12	Wastes from the mechanical treatment of waste
19 12 01	Paper and cardboard
19 12 07	Wood other than wood containing dangerous substances
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) (non-hazardous)
20 01	Separately collected fractions (except 15 01)
20 01 38	Wood other than containing dangerous substances from separately collected fractions of municipal wastes (household waste and similar commercial industrial and institutional wastes)
20 02	Garden and park wastes (including cemetery waste)
20 02 01	Biodegradable waste (comprising wood and plant tissue)
20 03	Other municipal wastes
20 03 02	Waste from markets (biodegradable)

## Schedule 3 – Control and monitoring of emissions

Table 3.1 Site containment and drainage standards

Type of Site Surface and Drainage	Minimum Specified Standards of Design, Construction and Maintenance
a) Impermeable pavement, bunding and sills	Areas of impermeable pavement, bunding and sills shall be constructed and maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.
b) Sealed drainage systems	<p>Drainage to areas of impermeable pavement shall be provided by a sealed drainage system, that is comprised of a drainage system with impermeable components which does not leak and which will ensure that:-</p> <ul style="list-style-type: none"> <li>• no liquid will run off the pavement other than via the system; and</li> <li>• except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump or lagoon.</li> </ul> <p>i) The minimum capacity of the sealed sump or lagoon shall be calculated using the 48-hour M5 Rule. The sump or lagoon shall be inspected no less frequently than daily and after rain, emptied when the collected liquids reach 90% of its capacity as measured using a dipstick or equivalent gauge or in the case of a lagoon some other readily identifiable marker, and constructed and maintained so as to collect and contain all liquids which run off the pavement;</p> <p>ii) Inspections and emptying of sealed sumps or lagoons shall be recorded in the site diary.</p> <p>iii) Uncontaminated drainage from clean yard areas shall be:-</p> <ul style="list-style-type: none"> <li>• kept separate and discharged to either surface water or sewer or watercourse or soakaway and/or</li> <li>• discharged to a sealed sump or lagoon for use in the compost process.</li> </ul>
c) Enclosed buildings	<p>Where wastes are stored and treated in a building:</p> <p>i) the building shall be designed, constructed and maintained to prevent ingress of rain and surface water.</p> <p>ii) roof water shall be kept separate from contaminated water and other liquids and shall be discharged to either surface water or a sewer or a water course or a soakaway.</p>
d) Fixed bays and other fixed containers	All fixed bays and other fixed containers used for the storage and treatment of wastes must be constructed and maintained to a standard which is fit for purpose.
e) Storage areas for skips, drums and other mobile tanks and containers	All skips, drums and other mobile tanks and containers having individual capacities of greater than 10 litres which are used for the storage of wastes shall be constructed and maintained so that they do not leak any liquids contained in them.
f) Inspection and maintenance of engineered containment	<p>All areas of impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips, drums and other mobile tanks and containers:</p> <p>i) shall be inspected no less frequently than monthly, to ensure the continuing integrity and fitness for purpose of their construction, and the inspection and any necessary maintenance shall be recorded in the site diary; and</p> <p>ii) in the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification.</p>

Table 3.2 Standards for prevention and control of leaks and spillages	
Action	Specified standards
a) Control and remediation of leaks and spillages	<ul style="list-style-type: none"> <li>i) Minor spillages shall be cleaned up immediately, using sand or proprietary absorbent to clean up liquids and placed in alternative containers.</li> <li>ii) Major spillages, which are causing or are likely to cause polluting emissions to the environment: <ul style="list-style-type: none"> <li>• Immediate action shall taken to contain the spillage and prevent liquid from entering surface water drains, water courses and unsurfaced ground;</li> <li>• the spillage shall be cleared immediately and placed in alternative containers;</li> <li>• the Agency shall be informed immediately.</li> </ul> </li> </ul>

Table 3.3 Standards for waste acceptance and control procedures	
Stage of Waste Handling	Specified standards
a) Waste inspection	<p>All wastes received at the site:</p> <ul style="list-style-type: none"> <li>i) shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation.</li> <li>ii) shall be kept separate from and shall not be mixed with other wastes until they have been confirmed and recorded for acceptance at the site.</li> </ul>
b) Waste control procedures: quarantine storage and rejection of wastes	<ul style="list-style-type: none"> <li>i) Any items of non-permitted waste which are detected after acceptance at the site, shall be placed immediately in a designated quarantine container, and, where these are or appear to be special wastes, the Agency shall be informed immediately;</li> <li>ii) In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible;</li> <li>iii) Quarantined wastes shall be removed from site within 7 days;</li> <li>iv) The maximum quantity of wastes kept in the quarantine storage area shall be 4.6m<sup>3</sup> at any one time.</li> <li>v) A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.</li> </ul>
c) Waste despatch procedures	<p>All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.</p>

**Table 3.4 Standards for monitoring and control of waste composting procedures**

<b>Process requirement</b>	<b>Specified standards</b>
Windrow turning and internal temperature monitoring	<p>Windrows shall be maintained at either:</p> <ol style="list-style-type: none"> <li>an internal temperature of at least 55°C for at least fourteen consecutive days with a minimum of five turnings, or</li> <li>an internal temperature of at least 65°C for at least seven consecutive days with a minimum of three turnings.</li> </ol> <p>The internal temperature of each windrow shall be measured using a long-stem thermometer of at least 1.5 metres in length on a daily basis at least at five metre centres throughout the windrow length.</p> <p>Windrows shall be turned at a frequency that maintains aerobic conditions within the windrow.</p> <p>Records shall be made in the site diary of the date and results of internal temperature monitoring and the date on which each windrow is turned.</p>
Windrow moisture content	<p>Windrow moisture content shall be maintained between 40% (w/w) and 60% (w/w) during composting.</p> <p>Unless otherwise agreed in writing with the Agency, the moisture content of each windrow shall be monitored daily using a moisture touch test at least at 5 metre centres throughout the windrow length.</p> <p>Where the moisture content of a windrow has been measured as being above 60% (w/w), remedial action shall be taken to decrease the moisture content to between 40 and 60% (w/w). Such remedial action shall include, but not be restricted to, an increase in turning frequency and/or the addition of drier material from another windrow or a drier feedstock.</p> <p>Where the moisture content of a windrow has been measured as being below 40% (w/w), remedial action shall be taken to increase the moisture content to between 40 and 60% (w/w). Such remedial action shall include, but not be restricted to, either:</p> <ol style="list-style-type: none"> <li>the addition of water or leachate from the sealed sump or lagoon onto the surface of the windrow whilst the windrow is being turned, or</li> <li>the addition of water or leachate from the sealed sump or lagoon to the surface of the windrow and into a trough made in the upper surface of the windrow and subsequently turned.</li> </ol> <p>Records shall be made in the site diary of the date and results of moisture content monitoring.</p>

**Table 3.5 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates**

a) Monitoring of aerial emissions	Site staff supervising individual waste handling operations shall, during the carrying out of those operations, undertake visual monitoring of aerial emissions.
b) Remedial action	<ol style="list-style-type: none"> <li>On detection or notification of visible aerial emissions that are likely to be transported beyond the site boundary, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste.</li> <li>The incident and the remedial action shall be recorded in the site diary.</li> </ol>

Table 3.6 Standards for monitoring and control of aerial emissions of odours	
a) Monitoring of aerial emissions	<p>Odour monitoring of aerial emissions from the site shall be carried out:</p> <ul style="list-style-type: none"> <li>▪ By the site manager or supervisor at the site boundary situated downwind of the waste operations, and shall be recorded in the site diary; and</li> <li>▪ By site staff supervising individual waste handling operations, during the carrying out of those operations.</li> </ul>
b) Remedial action	<p>i) On detection or notification of aerial emissions of odour that are likely to be transported beyond the site boundary at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste.</p> <p>ii) The incident and the remedial action shall be recorded in the site diary.</p>



---

## Schedule 4 - Interpretation

*"accident"* means an accident that may result in pollution.

*"authorised officer"* means any person authorised by the Agency under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(4) of that Act.

*"composting"*, means the biological decomposition of organic materials, under conditions that are predominantly aerobic and that allow the development of thermophilic temperatures as a result of biologically produced heat.

*"emissions to land"*, includes emissions to groundwater.

*"fugitive emission"* means an emission to air, water or land from the activities which is not controlled by an emission limit.

*"groundwater"* means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

*"groundwater protection zones"* are as defined in The Agency's Policy and Practice For the Protection of Groundwater.

*"notify/notified without delay"* means that a telephone call can be used, whereas all other reports and notifications must be supplied in writing, either electronically or on paper.

*"pollution"* means pollution of the environment, harm to human health and serious detriment to the amenities of the locality, resulting from the licensed activities.

*"quarter"* means a calendar year quarter commencing on either 1 January, 1 April, 1 July or 1 October.

*"relevant person"* and *"relevant offence"* shall have the meaning given to them in the Environmental Protection Act 1990

*"sewer"* means sewer within the meaning of section 219(1) of the Water Industry Act 1991.

*"technically competent management"* and *"technical competence"* shall be as prescribed under Section 74 of the Environmental Protection Act 1990

*"waste code"* means the code specified in The List of Wastes (England) Regulations 2005 (SI 2005 No. 895) as amended, or The List of Wastes (Wales) Regulations 2005 (SI 2005 No.1820) (W.148) as amended. Codes marked with an \* are hazardous waste, as defined in those regulations. Licence conditions apply to those wastes listed with a six-digit code.

*"Waste Management Licensing Regulations"*, means The Waste Management Licensing Regulations 1994 (SI1994 No. 1056) (as amended).

*"year"* means calendar year commencing on 1 January.



## Form WMS1: waste return

For Environment  
Agency use only

Date received

Date processed

Local site licence number

WML No

Original reference

ENVIRONMENT  
AGENCYEnvironment Agency  
Waterside House  
Waterside North  
Lincoln  
LN2 5HA

## 1 The period the return covers

## 1.1 The return period is tick one only

☐ Month☐ QuarterFrom  to ☐ Year

## 2 Operator and site details

## 2.1 Site Operator

Site name

Site address

Phone

E-mail

## 2.2 Type of facility see your waste management licence

## 2.3 Was a weighbridge used?

No ☐Yes ☐

Please tell us the proportion weighed

Percentage

## 2.4 Are you operating a landfill site?

No ☐ go to section '3' Waste received on site' on page 2Yes ☐ go to section 'Landfill sites only', question 2.5

## Landfill Sites only (as at 31 March in the current year)

## 2.5 Give the remaining void space covered by the licence

cubic metres

- Use this form to tell us the type and quantity of controlled waste you have processed at each licensed facility within your site
- Please read through the whole form and guidance notes before you start filling anything in.
- Please send the completed form back to us at the address on the left by the return date specified on page 2 of the notes.

## 2 Landfill sites only (continued)

## 2.6 Was the site fully surveyed before 31 March in the current year?

No ☐ Now go to question 2.7Yes ☐ Please tell us how the void space was calculated

Now go to question 2.8

## 2.7 How have you estimated the remaining void space?

For example visually or other method

## 2.8 Remaining life of site

Years

Now go to sections 3 and 4 on page 2

## 5 Declaration

Please make sure you have filled in all the sections that apply to you before signing this declaration.

I certify that the information in this return is correct to the best of my knowledge and belief.

I enclose ☐ continuation sheets

Signature

Name

Position

Phone

Date

## 6 Disclosure and data protection

The information you provide will be used by the Environment Agency to enable it to fulfil its regulatory and waste management planning responsibilities.

For full information on how the data in this form will be used please see the waste return guidance notes that come with the form.

**3 Waste material received on site**

*Please read the guidance notes 'How to fill in the form', and use the continuation sheet WMS3 provided, or a copy of it, if you need to.*

*In the last column D = final disposal U = used on site S = special waste (a consignment note is needed for special waste). F = from another facility, for example a transfer station M = municipal biodegradable waste O = other biodegradable waste*

Description of waste	Waste classification code	Origin*	State solid, powder, sludge, liquid ,gas	Weight in tonnes	Additional Information					
					D	U	S	F	M	O
<b>Total weight of material received on site:</b>					tonnes					

**4 Waste material removed from site**

*Please read the guidance notes 'How to fill in the form', and use the continuation sheet WMS3 provided, or a copy of it, if you need to. In the last column, facility types could include 'incinerator, transfer station, landfill, treatment, reprocessing, recycling'.*

Description of waste	Waste classification code	Destination*	State solid, powder, sludge, liquid ,gas	Weight in tonnes	Special Waste	Destination facility type
<b>Total weight of material removed from site:</b>					Tonnes	

*\*You may not need to give us this information. The requirements are set out in your waste management licence.*

*Now go to section '5 Declaration' on page 1*