

WASTE FACILITY PERMIT

Issued By: LA NAME COUNCIL

INSERT LOCAL AUTHORITY
CREST HERE

Issued under: Waste Management Act, 1996

Waste Management (Facility Permit & Registration) Regulations 2007, as amended

WFP Register Number: *WFP-XXX-XXX-XXX-XXX*

Issued to: Permit Holder *Insert name and address of the
"permit holder".*

Location of Facility: *Insert address location of the
facility*

Grid Reference of Facility:
(nominal centre point) X (ITM) *xxxxxxx*
Y (ITM) *xxxxxxx*

Permit Holder Contact Details: *Insert contact details of the
"permit holder". Phone number
and e-mail address.*

Date Granted: *DD/MM/YYYY*

Date of Expiry: *DD/MM/YYYY*

Date of Clerical/Technical amendment: *Day/ Month/ Year*

Chief Executive Order Number: **XXXXXXXXXX**

Signed : _____ Title: _____ Date: _____

NOTE 1: Should the permit holder wish to continue to operate after the date of expiry, an application to review the waste facility permit shall be made to LA Name Council in accordance with Article 31 (1) of the Regulations no later than 60 working days before the date of expiry of this waste facility permit

NOTE 2: Should the permit holder not wish to continue waste activities at any time or after the date of expiry of this waste facility permit, the permit holder shall by notice in writing apply to LA Name Council for the surrender of the waste facility permit in accordance with Article 29 of the Regulations.

INTERPRETATION

Unless otherwise specified, all terms in this waste facility permit should be interpreted in accordance with the definitions in the Waste Management Act 1996 (the Act) and its associated Regulations, or the European Communities Act and its associated Regulations or as defined in this waste facility permit.

References to any enactment, statutory instrument (including any bye-law), each as defined by the Interpretation Act 2005, or a regulation, directive or decision of a European Union institution in this permit shall include amendments and replacements.

The granting of this waste facility permit, and any condition imposed by it, does not exempt the holder of the waste facility permit from complying with the statutory obligations of any relevant legislation, including water pollution, air pollution, waste, litter and planning legislation or legal liabilities under any other enactment or regulations whatsoever. The permit holder is legally responsible for all aspects of the operation and management of the permitted activity.

INTRODUCTION

This introduction is not part of the waste facility permit and does not purport to be a legal interpretation of the waste facility permit.

Describe the nature of the waste related activity which is authorised to be carried on within this facility – this may include the description provided as part of the WFP application process.

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PART 1: WASTE ACTIVITIES PERMITTED

The permitted classes of activities, in accordance with Part I of the Third Schedule of the Waste Management (Facility Permit & Registration) Regulations, 2007 as amended:

Class	Description
Principal Class:	
Other Class:	
Other Class:	
Other Class:	
Other Class:	
Other Class:	

The permitted waste recovery activities, in accordance with the Fourth Schedule of the Waste Management Acts, 1996:

Activity	Description
Activity:	
Other Activity:	
Other Activity:	

PART 2: CONDITIONS

1 SCOPE

- 1.1. This waste facility permit is issued to XXXXX, of Address1, Address2, Address3, for the purpose of waste activity authorisation under the Waste Management (Facility Permit & Registration) Regulations, 2007, as amended for a facility at XXXXXX to carry on the permitted waste activities listed in Part 1.
- 1.2. This waste facility permit is valid for a period of 5 years from the date granted.
- 1.3. The tonnage accepted at this facility, shall not exceed the limits specified in Appendix A.1
- 1.4. The permit holder shall only accept such wastes for recovery/treatment at this facility which are listed in Appendix A.2 of this waste facility permit.
- 1.5. The area to which the conditions of this waste permit applies is the area within the confines of the red line shown on Drawing No. XXX-XXX Rev X, entitled XXX Map, included with the application received on dd/mm/yyyy.
- 1.6. The permit holder shall ensure that the facility is compliant with the current XXX Region Waste Management Plan 2015-2021 (as may be revised or replaced from time to time) and the National Hazardous Waste Management Plan 2014-2020 (as may be revised or replaced from time to time).
- 1.7. The permit holder shall ensure that, recyclable waste which has been source segregated by the waste producer or collected in source segregated form, shall not be sent for disposal, nor shall it be transported, mixed or handled in a manner so as to make it unsuitable for recycling, recovery or treatment.
- 1.8. The permit holder shall notify LA Name Council in writing of any proposed changes to the information furnished in the application process or any proposed changes in the activity and shall obtain written approval from LA Name Council prior to these changes taking effect. Should the submission identify a material or significant change in
 - (a) The nature, extent or focus of the waste activities;
 - (b) The nature or extent of any emission;a waste facility permit review application including the relevant fee may be required before the proposed change can be assessed.

2 MANAGEMENT OF THE ACTIVITY

- 2.1 The facility shall be maintained to the satisfaction of LA Name Council, and adequate precautions shall be taken to prevent unauthorised access to the facility.
- 2.2 The permit holder shall employ or nominate a suitably qualified and experienced facility manager who shall be designated as the person in charge.
- 2.3 The facility manager or a suitably qualified and experienced deputy shall be present at the facility at all times during its operation or as otherwise required by LA Name Council.
- 2.4 The facility shall only be operated and waste shall only be accepted at or despatched from the facility between the hours of XX:XX and XX:XX, Monday to Friday and between the hours of XX:XX and XX:XX on Saturdays. No work (excluding emergency works) shall take place at the facility outside of these hours, unless otherwise approved in writing by LA Name Council.
- 2.5 The name, address and mobile telephone number of the manager and deputy or deputies shall be supplied to LA Name Council within XXX weeks of the date of grant of this waste facility permit. LA Name Council shall be informed of changes in key staff including the name, address and mobile telephone number of suitably qualified personnel in writing within XXX working days of such change.
- 2.6 The permit holder shall ensure that employees with responsibilities in waste management and/or pollution control shall be qualified on the basis of appropriate education, training and/or experience. Details of the relevant qualifications shall be maintained and made available to LA Name Council on request.
- 2.7 The permit holder shall establish and maintain procedures for identifying training needs, and for providing appropriate training. Records of training shall be maintained and made available to LA Name Council on request.
Where applicable - The facility manager and deputy shall successfully complete an appropriate waste management course as approved by LA Name Council.
- 2.8 The permit holder shall ensure that all staff, employees, lessees and agents, including replacement personnel, are aware of the provisions and conditions of this waste facility permit.
- 2.9 A copy of this waste facility permit shall be kept on the facility at all times and a copy issued to all relevant personnel whose duties relate to any condition of this permit.

- 2.10 The permit holder shall ensure that authorised staff of LA Name Council shall have unrestricted access to the facility at all reasonable times on production of their identification, for the purpose of LA Name Council's functions under the Waste Management Act, 1996, including such inspections, monitoring and investigations as are deemed necessary by LA Name Council.
- 2.11 Prior to the facility becoming operational the permit holder shall develop written procedures for the following (*Select relevant procedures.*):
- (a) waste inspection
 - (b) waste acceptance and handling
 - (c) waste sampling, analysis and characterisation
 - (d) pre-treatment requirements
 - (e) waste quarantine
 - (f) waste rejection and notification
 - (g) corrective action
 - (h) emergency response procedure (as detailed in Condition 8.3)
 - (i) invasive species control
- 2.12 Scavenging shall not be permitted at the facility.

3 NOTIFICATION & RECORD KEEPING

3.1 Waste Register/Records

- 3.1.1 Unless otherwise specified within this permit or by LA Name Council, all written communications, including reports and notifications related to this permit, shall be:
- a) Sent to *Forename Surname (and/or insert email address as appropriate)*, LA Name Council; and
 - b) Submitted in accordance with the reporting frequencies specified in this permit.
- 3.1.2 The permit holder shall compile and retain records at their principal place of business for a period of not less than 7 years from the date when the records were made, in relation to the activity to which this permit relates.
- 3.1.3 The permit holder shall not compile information which is false or misleading or incomplete.
- 3.1.4 All records required shall be legible, be made as soon as reasonably practicable and if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval.
- 3.1.5 The permit holder shall maintain records of all sampling, analyses, measurements, examinations, calibrations and maintenance carried out in accordance with the requirements of this permit. The permit holder shall record an interpretation of the monitoring results and all other such monitoring which relates to the environmental performance of the facility.
- 3.1.6 The permit holder shall ensure that a scaled copy of the facility layout plan (minimum scale of 1:500) is retained at the facility, in an easily accessible location, at all times and/or at the principal office of business. The layout plan shall include the following;
- (a) Site boundary;
 - (b) Ordnance survey sheet reference number(s);
 - (c) Elevation levels (metres) and Ordnance datum;
 - (d) Dimensions (metres);
 - (e) Orientation of north point;
 - (f) Location of drainage infrastructure;
 - (g) Location of discharge points
 - (h) Location of monitoring and sampling points; and
 - (i) Location of silt trap(s) and oil separator(s) (*if applicable*)
- 3.1.7 The permit holder shall maintain a register in relation to the activity to which this permit relates, and this register shall be available for inspection by LA Name Council. The register, electronic if possible, shall detail the following: (See Appendix B, Table B.1, for example table):

a) Arriving at facility:-

- (i) Dates and times of each waste consignment delivered to the facility,
- (ii) Name of the carrier, their vehicle registration and waste collection permit number (if applicable);
- (iii) Origin of waste delivered;
- (iv) Quantities in tonnes, LoW¹ code and description of each waste consignment received at the facility;
- (v) Name of person who checked the load.
- (vi) Where an ELV is accepted at the facility the following additional information must be recorded (refer to Table B.2):
 - Details of the proof of ID provided
 - Address of person disposing of ELV.
 - Details of the proof of Address provided
 - Amount in Euro's paid for ELV
 - Name of person who received the ELV
 - Registration number, and/or chassis number of the end-of-life vehicle
 - Vehicle make/brand
 - Vehicle class (i.e. category M1 or N1)
 - The unique Certificate of Destruction (COD) number
 - Date of issue of the Certificate of Destruction
- (vii) Where waste is purchased by the facility details as per Condition 5.2 must be recorded

b) Departing from facility:-

- (i) Dates and times of all waste moving off site;
- (ii) Name of the carrier, their vehicle registration and waste collection permit number;
- (iii) Quantities in tonnes, LoW code and description of waste streams consigned for onward transport from the facility;
- (iv) Details of the facility, including permit/licence number, which is being used to receive such waste;
- (v) Quantities and composition of wastes rejected at the facility and the facility to which they were removed.
- (vi) Quantity and detailed description of materials dispatched from the facility, having attained end-of-waste status, following treatment at the facility.

¹ (by List of Wastes (LoW)(s) and description(s) pursuant to Commission Decision of 18 December 2014, amending Decision 2000/532/EC on the list of waste pursuant to Directive 2008/98/EC of the European parliament and of the Council (2014/955/EEC) [referred to hereafter as 'The List of Waste (LoW)'] and Commission Regulation (EU) No 1357/2014 of 18 December 2014, replacing Annex III to Directive 2008/98/EC of the European Parliament and of the Council on waste and repealing certain Directives'

- c) A record of all Certificates of Destruction issued must be maintained (refer to Table B.2).

3.1.8 The permit holder shall maintain a register, electronic if possible, of all inspections and maintenance work carried on the site and this register shall be available for inspection by LA Name Council.

3.2 Incident Reporting & Complaints Register

3.2.1 The permit holder shall notify LA Name Council by telephone at XXX-XXXXXX, or email XXXXX@XXXXX, as soon as is practicable and in any case not later than 10.00 am the following working day, of any incident which occurs as a result of an activity at the facility that:

- a) Has the potential for pollution of surface water or ground water or;
- b) Poses an environmental threat to air or land or;
- c) Requires an emergency response by LA Name Council or other state agency.

In the event of an incident which has the potential for pollution of surface water, the permit holder shall notify Inland Fisheries Ireland as soon as is practicable, and in any case not later than 10.00 am the following working day.

3.2.2 Full details of the incident shall be recorded in a register (refer to Appendix C, Table C.1, for example table) and details forwarded in writing to LA Name Council within 5 working days. The permit holder shall include as part of this notification:

- a) The date and time of incident, or when incident was noticed;
- b) Details of the incident and the causes or potential causes of it;
- c) An evaluation of environmental pollution caused, if any;
- d) Actions taken to minimise the effect on the environment;
- e) Steps taken to avoid reoccurrence;
- f) Details of any site investigations instigated by the permit holder;
- g) Any other remedial action; and
- h) Name of responsible person managing the incident.

3.2.3 The permit holder shall maintain on the site, a register, electronic if possible, of all complaints received relating to the operation of the activity (Refer to Appendix D, Table D.1, for example table). Each such complaint entry in the register shall give details of the following:

- (a) Time and date of the complaint;
- (b) The name of the complainant;
- (c) Details of the nature of the complaint;
- (d) Actions taken to deal with the complaint, and the results of such actions;
- (e) The response made to each complainant.

- 3.2.4 The permit holder shall notify LA Name Council, in writing, within 5 working days of:
- a) The imposition of any requirement on the permit holder by order under the Waste Management Act 1996, or
 - b) Any conviction of the permit holder for an offence prescribed under the Waste Management Act 1996.

3.3 Annual Report

3.3.1 The permit holder shall submit to Offaly County Council as the National Waste Collection Permit Office (NWCPO), an Annual Report (AR). The completed report shall be submitted via the online web portal (<https://ar.nwcpo.ie/>) no later than the 28th February each year, or as specified by NWCPO. The completed report shall contain summary information relating to waste activities in the preceding calendar year, or part thereof as the case may be, as set out in Condition 3.3.2.

3.3.2 The on-line AR, shall include as a minimum the following information and shall be prepared in accordance with any relevant guidelines issued by the NWCPO and/or LA Name Council:

A NIL return applies when in the relevant calendar year:

- NO Waste was accepted onto the site and
- NO Waste was processed on site and
- NO Waste was removed from site

In these circumstances a NIL return must be reported as per the relevant guidelines referred to above.

a) Waste In:

For each carrier/waste collector who delivered waste to the facility, in the preceding calendar year, the following summary details are required:

- (i) carrier/waste collection permit holder details;
- (ii) Waste code (LoW)²;
- (iii) Quantity (in tonnes);
- (iv) Code of activity.

b) Waste Out:

In relation to waste removed from the facility, in the preceding calendar year, the following summary details are required:

- (i) Waste collection permit holder details;
- (ii) Waste code (LoW)³;
- (iii) Quantity (in tonnes);
- (iv) Destination facility details;
- (v) Quantity and description of materials dispatched from the facility, under end-of-waste status.

² Further details are required for LoW 20 03 01, 16 01 03, 16 01 04*, 16 01 06 & sewage sludge codes

³ Further details are required for LoW 20 03 01, 16 01 03, 16 01 04*, 16 01 06 & sewage sludge codes

c) Waste On Site:

Record the opening and closing stock balance (tonnes) for each waste code (LoW), for the reporting year.

d) Supporting Documentation - where applicable

- (i) The management and staffing structure of the site;
- (ii) Any court order or conviction under the Act;
- (iii) Summary of any loads rejected at the facility, as per Condition 3.1.7;
- (iv) Summary of reportable incidents during the reporting year and corrective actions taken, as per Condition 3.2.2;
- (v) Summary of complaints received during the reporting year and corrective actions taken, as per Condition 3.2.3;
- (vi) Where relevant for the reporting year in question, details of bund testing, as per Condition 4.2.4;
- (vii) A copy of the signed annual maintenance contract for the oil separator(s) at the facility as per Condition 4.3.5;
- (viii) Details of environmental monitoring undertaken at the facility as per Condition 6;
- (ix) Where relevant, details of the Environmental Liability Risk Assessment (ELRA) as per Condition 7.1.2;
- (x) Details of the pest controls as per Condition 7.5.1;
- (xi) Details of the fire risk assessment for the facility, as per Condition 8.4;
- (xii) Copy of the public liability insurance policy in place as per Condition 9.2.3;
- (xiii) Where relevant, copy of the Environmental Liabilities Insurance policy as per Condition 9.2.4;
- (xiv) Details of the review of the closure, restoration and aftercare management plan (CRAMP), as per Condition 10.1.1.

4 SITE ACCESS & INFRASTRUCTURE

4.1 Facility Notice Board

4.1.1 Prior to the facility becoming operational, the permit holder shall provide and maintain a Facility Notice Board at the facility, so that it is legible to persons outside the main entrance to the facility. The minimum dimensions of the board shall be 1200 mm by 750 mm.

The board shall clearly show:

- The name and telephone number of the facility;
- The normal hours of opening;
- The name of the permit holder;
- An emergency out of hours contact telephone number;
- The most up-to-date WFP Register Number, as specified on the cover page of this permit; and
- Where environmental information relating to the facility can be obtained.

4.1.2 At the entrance to the facility, the permit holder shall display a plan of the facility clearly identifying the location of the waste drop-off and storage areas. The plan shall be displayed on a durable material and shall be replaced as material changes are made.

4.2 Tank, Container & Drum storage area

4.2.1 All tank, container and drum storage areas shall be rendered impervious to the materials stored therein. Bunds shall be designed having regard to EPA guidelines *Storage and Transfer of Materials for Scheduled Activities (2004)*.

4.2.2 All tank and drum storage areas shall, as a minimum, be bunded, either locally or remotely, to a volume not less than the greater of the following:

- a) 110% of the capacity of the largest tank or drum within the bunded area; or
- b) 25% of the total volume of substance which could be stored within the bunded area.

The height of the bund for any drum storage area shall be not less than 300mm.

4.2.3 The permit holder shall ensure that all drum bunded areas are securely covered so that rainwater is excluded from entering the area unless otherwise agreed in writing with LA Name Council.

4.2.4 Prior to the facility becoming operational, the integrity and water tightness of all the bunds and their resistance to penetration by water or other materials stored therein, shall be tested and demonstrated by the permit holder to the

satisfaction of LA Name Council. Appropriate testing shall be carried out by the permit holder at least once in every 3 years thereafter. A suitably qualified person shall certify the results of these tests and a copy shall be forwarded with the annual report, for the relevant reporting year.

- 4.2.5 All drainage from bunded areas shall be treated as hazardous waste unless it can be demonstrated to be otherwise. All drainage from bunded areas shall be diverted for collection and safe disposal by an appropriately authorised waste collector.
- 4.2.6 All inlets, outlets, vent pipes, valves and gauges shall be within the bunded area.
- 4.2.7 All tanks, containers and drums shall be labelled to clearly indicate their contents and capacity.
- 4.2.8 The permit holder shall ensure that refuelling of site vehicles is carried out at a designated point on an impervious concrete slab from which surface water drains through an oil interceptor.
- 4.2.9 Different categories of hazardous waste are to be kept separate once segregated. No mixing of hazardous wastes shall take place unless specifically authorised by LA Name Council
- 4.2.10 The permit holder shall ensure that all batteries, oil filters and PCB/PCT containing condensers are stored in appropriate containers on impervious bunded storage areas, in designated labelled areas.
- 4.2.11 All hazardous fluids including fuel, motor oil, transmission oil, gearbox oil, hydraulic oil, cooling liquids, anti-freeze, brake fluids, air conditioning system fluids shall be segregated and stored in bunded containers on an impervious concrete base, in designated labelled areas

4.3 Silt Traps & Oil Separators

- 4.3.1 The permit holder shall install and maintain a silt trap and oil separator at the facility (as per site layout plan - Condition 3.1.6) to ensure that all storm water discharging from all impermeable areas on the site, where vehicles are stored prior to depollution, where vehicles are being depolluted and where any components are being stored which retain traces of contaminants, pass through a silt trap and oil separator prior to discharge. The silt trap and separator shall be in accordance with I.S. EN 858-2:2003 (separator systems for light liquids).

Note: "Class I full retention separator" applies to discharges to surface water & "Class II full retention separator" applies to discharges to foul sewer.

- 4.3.2 The permit holder shall provide an inspection chamber with a sump between the oil separator and the discharge point. The sump shall be of a minimum size of 500mm square and 400mm deep.
- 4.3.3 The permit holder shall ensure that all pump sumps, storage tanks, or other treatment plant chambers (if any on site) from which spillage of environmentally significant materials might occur in such quantities as are likely to breach local or remote containment or separator, shall be fitted with high liquid level alarms (or oil detectors as appropriate) which provides a visual or audible warning when the level reaches 90% of the storage volume.
Alarms shall be fitted prior to the commencement of operations, unless otherwise agreed in writing with LA Name Council.
- 4.3.4 Prior to the commencement of operations, independent commissioning certification confirming that the silt trap(s) and oil separator(s) have been installed in accordance with the manufacturers' requirements, shall be made available on request by the permit holder to LA Name Council.
- 4.3.5 A copy of the signed annual maintenance contract for the oil separator(s) at the facility shall be submitted to LA Name Council every year as part of the annual report.
- 4.3.6 The permit holder shall ensure that all silt traps, oil separators, pump sumps, storage tanks and other treatment plant chambers shall be emptied, when necessary, by an appropriately authorised waste collector. Records of these collections shall be made available by the permit holder to LA Name Council on request.

4.4 Facility Security

- 4.4.1 The permit holder shall ensure adequate security by erecting and maintaining fencing and gates at the facility
- 4.4.2 The permit holder shall ensure that all entrances to the facility shall be gated and locked, when there is no facility manager or designated deputy manager present at the facility. Unless they are trained, qualified and experienced (in accordance with Condition 2 of this waste facility permit), drivers of waste delivery vehicles are not deemed facility supervisory staff.
- 4.4.3 The permit holder shall remedy any defect in the entrances and/or fencing or wall as follows:
- a) A temporary repair shall be made by the end of the working day;
and
 - b) A repair to the standard of the original gates and/or fencing or wall, shall be undertaken within three working days.

Where applicable under Facility Security

4.4.4 Prior to the facility becoming operational, the permit holder shall provide and maintain a digital CCTV system on site at the entrance to the facility and at other appropriate locations within the facility to allow the following:

- a) The identification of the registration number of the vehicle depositing the waste,
- b) The identification of the material being deposited at the facility,
- c) Recording of time and date,
- d) The maintenance of all footage recorded on site for a period of 1 month,

LA Name Council shall have on-site access to all recorded footage upon request.

4.5 Facility Roads & Surfaces

4.5.1 The permit holder shall provide sufficient hardcore material or better at the site entrance to allow easy access to the site by vehicles and reduce / avoid damage to the public road at the site entrance. Any debris caused by vehicles entering or leaving the facility shall be removed without delay.

4.5.2 Effective or adequate site roads and surfacing shall be provided and maintained to ensure the safe and nuisance free movement of vehicles within the facility.

4.5.3 The permit holder shall maintain an impermeable concrete surface, constructed in accordance with relevant approved standards, or an alternative surface as agreed by LA Name Council, throughout the facility (OR in all areas of the facility where waste is transported or held and all vehicle parking areas OR in those areas of the facility so identified on drawing titled XXXXX, as submitted with the permit application).

4.5.4 Any defects in facility roads or surfaces shall be remedied within five working days.

4.5.5 The permit holder shall ensure that the impermeable surfaces shall be provided with spillage collection facilities, decanters and cleanser-degreasers.

4.5.6 The permit holder shall ensure that the site shall be provided with appropriate storage for dismantled spare parts, including impermeable storage for oil-contaminated spare parts.

4.6 Facility Office

- 4.6.1 The permit holder shall provide and maintain an office at the facility. The office shall be constructed and maintained in a manner suitable for the processing and storage of documentation.
- 4.6.2 The permit holder shall provide and maintain a working telephone and a method for electronic transfer of information at the facility.

4.7 Waste Inspection and Quarantine

- 4.7.1 A waste inspection area(s) and waste quarantine area(s) shall be provided and maintained at the facility, as shown on the site layout plan XXXXX (Condition 3.1.6).
- 4.7.2 These areas shall be constructed and maintained in a manner suitable, and be of a size appropriate, for the inspection of waste and subsequent quarantine if required.
- 4.7.3 The waste inspection area(s) and waste quarantine area(s) shall be clearly identified, segregated from each other, protected against spillage and polluting material run-off and shall not be used for any other purpose other than that designated.
- 4.7.4 Waste shall be stored under appropriate conditions in the quarantine area to avoid putrefaction, odour generation, the attraction of vermin and any other nuisance or objectionable condition.
- 4.7.5 The quarantine area shall include a skip(s) for the storage of rejected waste.
- 4.7.6 Drainage from the waste inspection area(s) and waste quarantine area(s) shall be treated as hazardous unless it can be demonstrated to be otherwise, and shall be diverted to a sump, or where appropriate, to silt trap and oil separator, for collection and safe disposal.

4.8 Weighbridge & Vehicle Wash

- 4.8.1 The permit holder shall provide and maintain a weighbridge at the facility, as detailed in the information submitted on the dd/mm/yyyy. This shall be maintained to the satisfaction of LA Name Council
- OR**
- 4.8.2 The permit holder shall provide details of a system to record the weights of the incoming / outgoing waste vehicles at the facility. Details of the system proposed shall be submitted to LA Name Council for agreement, prior to the operation of the facility and the introduction of same at the facility.

4.9 Storm Water

- 4.9.1 The permit holder shall ensure that no surface water generated on site flows onto the public road or onto adjoining properties.
- 4.9.2 The permit holder shall ensure that storm water gutters are maintained in good condition and all uncontaminated storm water is re-used where practicable or diverted to a separate soak-way/drainage system.
- 4.9.3 The permit holder shall ensure that no alterations to the drainage system at the site shall be undertaken without prior written approval of LA Name Council.
- 4.9.4 The permit holder shall incorporate an inspection chamber with a sump into the surface water drainage system. The sump shall be of a minimum size of 500mm square and 400mm deep.
- 4.9.5 No trade effluent shall be discharged to waters/sewers unless in accordance with a licence issued under the Water Pollution Act 1977.
- 4.9.6 The permit holder shall ensure that the design, construction and location of all soakaways on site shall be in accordance with the UK Building Research Establishment, Soakaway Design, Digest 365, or equivalent and certified by a suitably qualified person.

Note to issuing authority: Other conditions where applicable:

4.10 Screening

- 4.10.1 The permit holder shall construct or install temporary screening embankment and barriers at the facility as necessary, in order to achieve the noise emission limits specified in Appendix F of this permit.

4.11 Boreholes

- 4.11.1 The permit holder shall provide and maintain at least one up-gradient and two down-gradient groundwater monitoring boreholes at the facility.
- a) Proposals shall be submitted for the location, design and depth of groundwater monitoring boreholes to LA Name Council for agreement. The location of all monitoring boreholes shall be subject to reassessment and agreement by the Council every five years.
 - b) Groundwater monitoring boreholes shall be constructed having regard to the guidance given in the Environmental Protection Agency's landfill manual "*Landfill Monitoring*".
 - c) All boreholes shall be adequately protected and sealed to prevent

contamination or physical damage. If required boreholes shall be decommissioned in accordance with the UK Environment Agency guidelines "*Decommissioning Redundant Boreholes and Wells*", or as otherwise agreed with LA Name Council.

4.12 Waste Handling, Ventilation and Processing Plant

- 4.12.1 Items of plant deemed critical to the efficient and adequate processing of waste at the facility (including inter alia waste loading vehicles and ejector trailers) shall be provided on the following basis:
- a) 100% duty capacity;
 - b) 20% standby capacity available on a routine basis; and
 - c) Provision of contingency arrangements and/or back up and spares in the case of breakdown of critical equipment.
- 4.12.2 Prior to the facility becoming operational, the permit holder shall provide a report for the agreement of LA Name Council detailing the duty and standby capacity in tonnes per day, of all waste handling and processing equipment to be used at the facility. These capacities shall be based on the permitted waste intake, as per Appendix A.
- 4.12.3 The quantity of waste to be accepted at the facility on a daily basis shall not exceed the duty capacity of the equipment at the facility. Any exceedance of this intake shall be treated as an incident, in accordance with Condition 3.2.
- 4.12.4 A maintenance schedule shall be maintained for all waste handling and processing equipment used at the facility and a record of all maintenance undertaken shall be recorded. The schedule and records shall be made available to LA Name Council on request.

5 WASTE ACCEPTANCE & HANDLING

5.1 Waste Acceptance

- 5.1.1 The permit holder shall ensure that all vehicles delivering waste to and removing waste from the facility are securely covered.
- 5.1.2 Waste arriving at the facility shall be inspected at the point of entry to the facility and subject to this inspection, weighed, documented and directed to the appropriate area/tipping point. Each load of waste arriving at the appropriate area/tipping point, shall be inspected upon tipping. Only after such inspections shall the waste be processed for recovery or subsequent disposal off-site.
- 5.1.3 Any waste deemed unsuitable for acceptance or handling at the facility and/or in contravention of this permit shall be immediately separated and removed from the facility at the earliest possible time. Such waste shall be recovered or disposed of at an alternative facility with appropriate waste authorisation. Temporary storage of such wastes shall be in the designated waste quarantine area (Condition 4.7).

5.2 Waste Purchasing (Where applicable)

- 5.2.1 Where waste is purchased at the facility the permit holder shall comply with the Waste Management (Facility Permit and Registration) (Amendment) Regulations 2014 as follows (see Appendix B Table B.3 for example table):
- a) The permit holder shall require the production of proof of identity of the person supplying the material, such proof being:
 - (i) A valid passport, or
 - (ii) A current Irish driving licence, or learner driver permit, or,
 - (iii) A Public Services Card issued by the Department of Social Protection.
 - b) The permit holder shall require the production of proof of current address of the person supplying the material, such proof being:
 - (i) A current utility bill addressed to that person at that stated address;
 - (ii) A document issued by the Government Department addressed to that person at their stated address within the previous three months;
 - (iii) A current car or home insurance policy addressed to that person at their stated address; or
 - (iv) A current Tax Credit Certificate or Tax Clearance Certificate issued by the Office of the Revenue Commissioners to that person at their stated address;

- c) The permit holder shall require a signed statement by the person supplying the material that they are the lawful owner of the material or have the consent of the lawful owner to sell the material.
- d) The permit holder shall record:
 - i) The name and proof of identity of the person supplying the material, the registration number and where appropriate, waste collection permit number of the delivery vehicle,
 - ii) A description and weight of the materials, time and date of purchase, and amount paid.

6 ENVIRONMENTAL MONITORING

6.1 Environmental Monitoring

- 6.1.1 The permit holder shall carry out such monitoring of surface water/groundwater/noise/odour/dust, at such locations, frequencies, parameters and using the method/technique, as set out in Appendix E, unless otherwise agreed with LA Name Council.
- 6.1.2 The permit holder shall, at his/her own expense, carry out such further investigations and monitoring of the facility as required by LA Name Council.
- 6.1.3 Unless otherwise specified by the waste facility permit, environmental monitoring shall commence no later than XXX months after the date of grant of this permit.
- 6.1.4 Sampling, monitoring and analytical equipment shall be operated, maintained and calibrated in accordance with the manufacturer's instructions to ensure that all monitoring results accurately reflect any emission, discharge or environmental parameter.
- 6.1.5 All sampling, monitoring and analyses shall be carried out by appropriately competent persons, and all analyses shall be carried out by an appropriately accredited laboratory.
- 6.1.6 The Permit Holder shall clearly label and provide safe and permanent access to all on-site sampling and monitoring points, and to off-site points, as required by LA Name Council.

6.2 Discharge to Surface Water

- 6.2.1 Checks of all silt traps, oil separators and surface water discharge point(s) at the facility shall be carried out daily/weekly/monthly (*select as appropriate*). These inspections shall be recorded and copies of these completed records shall be made available to LA Name Council on request.

6.3 Noise

- 6.3.1 The pre-existing ambient noise level shall be determined by the permit holder, prior to commencement of the operational phase of the facility.

7 NUISANCES, EMISSIONS & ENVIRONMENTAL IMPACT

7.1 Environmental Protection

7.1.1 The only emissions to any media allowed from the facility are those provided for in Appendix F: *Emission Limits* of this permit or a discharge licence issued by LA Name Council in accordance with the Water Pollution Act 1977.

Where applicable under Environmental Protection :

Refer to *EPA Approach to Environmental Liabilities and Financial Provision (2019)*

[https://www.epa.ie/pubs/advice/licensee/fp/EPA %20Approach to Environmental Liabilities and Financial Provision.pdf](https://www.epa.ie/pubs/advice/licensee/fp/EPA_%20Approach_to_Environmental_Liabilities_and_Financial_Provision.pdf)

7.1.2 The permit holder shall arrange for the completion, by an independent and appropriate qualified 3rd party, of a comprehensive and fully costed Environmental Liability Risk Assessment (ELRA) to address the liabilities from the past and present activities. The ELRA shall include those liabilities and costs associated with closure of the site or part thereof. A report on the ELRA shall be submitted to LA Name Council for agreement within XXX months of the date of grant of this permit. The ELRA shall be reviewed as necessary to reflect any significant change on site, and in any case every three years following initial agreement. The results of the review shall be notified as part of the annual report, for the relevant reporting year.

7.1.3 The permit holder shall have regard to the EPA Guidance documents - *"Guidance on assessing and costing environmental liabilities"* (EPA, 2014) and *"Guidance on Financial Provision for Environmental Liabilities"* (EPA, 2015) when implementing condition 7.1.2.

7.2 Noise/Odour/Dust/Nuisances

7.2.1 The permit holder shall take adequate precautions, as agreed with LA Name Council, to prevent noise, odours, fumes, dust, mud, grit, untidiness and other nuisances that would result in a significant impairment of, or a significant interference with amenities, or the environment beyond the facility boundary, from arising during the course of the waste activities at the facility. If unacceptable levels occur, the permit holder shall abide by LA Name Council abatement requirements, which may include immediate cessation of operations.

7.2.2 In dry weather, site roads and any other areas used by vehicles shall be sprayed with water as and when required to minimise airborne dust nuisance.

7.3 Litter

- 7.3.1 All loose litter or other waste, placed on or in the vicinity of the facility, other than in accordance with the requirements of this permit, shall be removed immediately and in any event by the next working day after such waste is discovered.

7.4 Pests

- 7.4.1 The permit holder shall ensure sufficient and continuous pest controls are established and maintained. Records of same shall be maintained on site and shall be made available to LA Name Council on request and submitted as part of the annual report.

8 CONTINGENCY ARRANGEMENTS

- 8.1 The permit holder shall have in storage an adequate supply of containment booms and/or suitable absorbent material to contain and absorb any spillage, such as oil spill, or similar incident at the facility. Once used the absorbents shall be replaced and the absorbent material shall be disposed of appropriately, and records maintained. Any spillages shall be treated as an incident, in accordance with Condition 3.2.
- 8.2 Adequate fire extinguishers and emergency response equipment shall be maintained at the facility following consultation with the Fire Service Department. A fire at the facility shall be treated, as an emergency and immediate action shall be taken to extinguish it and notify the appropriate authorities. Any fire shall be treated as an incident, in accordance with Condition 3.2.
- 8.3 The permit holder shall carry out a risk assessment and ensure that an Emergency Response Procedure (ERP) is in place, which shall address any emergency situation which may arise on-site. This procedure shall be communicated to all site staff and include provision for minimising the effects of any emergency on the environment. In particular the procedure shall include details of :
- actions to be taken in the event of an incident;
 - fire fighting and water retention facilities;
 - warning systems;
 - assembly points;
 - responsible persons, training and equipment requirements and relevant bodies to be notified following the incident.

The permit holder shall consult with Officers within the LA Name Council Fire Department and seek their approval when drawing up the ERP. This ERP is to be submitted to LA Name Council, not more than three months after the issue of this permit.

- 8.4 The permit holder shall arrange, within **three months** of the date of grant of this permit **and every three years thereafter** or as directed by LA Name Council, for the completion of a fire risk assessment and report for the facility, by a suitably qualified person. The assessment shall examine all relevant factors on site that impinge on fire risk and prevention. The assessment shall have regard to the *Guidance Note: Fire Safety at Non-Hazardous Waste Transfer Stations* (EPA 2013). Any recommendations in the fire risk assessment report shall be implemented by the permit holder. The results of the assessment shall be submitted as part of the annual report, for the relevant reporting year.

9 CHARGES & FINANCIAL PROVISIONS

9.1 Fees

- 9.1.1 Prior to the commencement of operations, the permit holder shall lodge with LA Name Council a cash deposit of €XXX (XXX Euro) as a security for the satisfactory compliance by the permit holder with the terms and conditions attached to this permit. In the event of non-compliance by the permit holder with any terms or conditions attached to this permit, the Council shall be empowered to apply the said funds or part thereof for the satisfactory compliance with the terms and conditions attached to this permit. On surrender of the waste facility permit, the Council may decide that the cash deposit or part thereof, shall be maintained in place for such a period until the permit holder has fully complied with the terms and conditions attached to the waste facility permit, to the satisfaction of the Council, or may be released to the permit holder.
- 9.1.2 The permit holder shall pay an annual contribution in the sum of €XXX to LA Name Council towards the cost of inspecting, monitoring, auditing, enforcing or otherwise performing any function in relation to the permitted activities. The permit holder shall pay this amount annually, not later than January 31st of any given year.
- 9.1.3 In the event that the frequency or extent of monitoring or other functions carried out by LA Name Council needs to be increased for whatever reason, the permit holder shall contribute such sums as are determined by LA Name Council to defray costs. These costs shall be paid in full within XX working days of receipt of notification from the LA Name Council of the costs incurred.

9.2 Financial Provisions

- 9.2.1 The permit holder shall ensure that all insurance policies shall be extended to indemnify LA Name Council.
- 9.2.2 Without prejudice to the foregoing, the minimum level of indemnity to be maintained by the permit holder shall be to the value of €6,500,000 for public liability insurance including cover for sudden and unforeseen pollution.
- 9.2.3 A copy of the insurance shall be furnished to LA Name Council prior to commencement of activity, and thereafter it shall be submitted every year as part of the annual report.

Where applicable under Financial Provisions

Refer to *EPA Approach to Environmental Liabilities and Financial Provision (2019)*

https://www.epa.ie/pubs/advice/licensee/fp/EPA_20Approach_to_Environmental_Liabilities_and_Financial_Provision.pdf

- 9.2.4 The permit holder shall ensure that sufficient financial resources are available to cover unknown liabilities that may occur during the operating life of the facility. The level of financial provision for unknown environmental liabilities shall be based on the results of the Environmental Liability Risk Assessment (ELRA) to be undertaken in accordance with Condition 7.1.2. The financial provision shall be in the form of adequate environmental liabilities insurance and a copy of the insurance policy shall be submitted within one month of the approval of the ELRA and thereafter it shall be submitted every year as part of the annual report.

10 RESTORATION & AFTERCARE

10.1 Closure, Restoration & Aftercare Management Plan (CRAMP)

10.1.1 The permit holder shall prepare, to the satisfaction of LA Name Council, a fully detailed and costed CRAMP for the site or part thereof. This plan shall be prepared by a suitably qualified person, as approved by LA Name Council and:

- a) Have regard to the *Guidance on Assessing and Costing Environmental Liabilities* (EPA 2014);
- b) Be submitted to LA Name Council for agreement within six months of the date of grant of the waste facility permit;
- c) Be reviewed annually and proposed amendments shall be submitted to LA Name Council for its agreement. The results of the review shall be submitted as part of the annual report.

10.1.2 The CRAMP shall include, as a minimum, the following:

- a) A scope statement for the plan;
- b) The criteria that define the successful decommissioning and aftercare of the activity or part thereof, which ensures minimum impact on the environment;
- c) A programme to achieve the stated criteria;
- d) Where relevant, a test programme, e.g. trial holes at a C&D site, to demonstrate the successful implementation of the decommissioning and aftercare plan.
- e) Details of the costings for the plan and financial provisions to underwrite these costs.

11 CHANGES TO PERMIT HOLDER STATUS & CESSATION OF WASTE ACTIVITIES

11.1 Changes to permit holder status:

11.1.1 The permit holder shall notify LA Name Council in writing within 14 working days of the occurrence of the following matters, except where such disclosure is prohibited by Stock Exchange rules:

Where the Permit Holder is a registered company:

- a) any change in the operator's trading name, registered name or registered office address;
- b) any change to particulars of the operator's ultimate holding company (including details of an ultimate holding company where an operator has become a subsidiary); and
- c) any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.

Where the Permit Holder is a corporate body other than a registered company:

- a) any change in the operator's name or address; and
- b) any steps taken with a view to the dissolution of the operator.

In any other case:

- a) any steps taken with a view to the operator, 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.

11.2 Cessation of waste activities:

11.2.1 Following termination or planned cessation, for a period greater than six months, of use or involvement of all or part of the permitted site, the permit holder shall, to the satisfaction of LA Name Council, decommission, render safe or remove for disposal/recovery any soil, subsoil, buildings, plant or equipment, or any waste, materials or substances or other matter contained therein or thereon, that may result in environmental pollution. The permit holder shall carry out such tests or investigation or submit certification, as requested by LA Name Council, to confirm there is no risk to the environment.

11.2.2 A final validation report to include a certificate of completion for the decommissioning and aftercare plan, for all or part of the permitted site as necessary, shall be prepared by a suitably qualified person as agreed with LA Name Council, and submitted to LA Name Council within three months of execution of the plan.

11.2.3 Following cessation of activities on site, where required, the permit holder shall forward to LA Name Council, information demonstrating compliance with

any of the conditions attached to this permit, and details of any court order or conviction under the Act.

APPENDICES

APPENDIX A:

Appendix A.1. – Permitted waste tonnage

The total maximum annual permitted tonnage, per calendar year, and/or number of ELVs shall not exceed XXXXXX tonnes and/or XXX ELVs at this facility.

and/or

The total maximum permitted tonnage held on-site at any one time shall not exceed XXXXXX tonnes and/or XXX ELVs at this facility.

Notes to issuing authority:

- **The total maximum permitted tonnage specified should not exceed the actual maximum operating capacity of the facility**
- **If specific tonnage limits apply, for example in the planning decision, please insert in Table A.2.1.**

Appendix A.2 – Waste acceptance

Only the wastes as specified in Table A.2.1 are acceptable for recovery/treatment at this facility unless otherwise agreed by with LA Name Council.

Note to issuing authority: Please insert the relevant List of Waste (LoW) codes to be accepted for recovery/treatment at this facility in the table A.2.1 below.

Table A.2:1 – Waste Categories

LoW Code	Waste Description	Specific Tonnage Limits <i>If applicable i.e. stated in the planning decision</i>

Appendix B- Waste Register

Table B.1: Condition 3.1.7- Waste Register

Date	Time	Carrier Details, (Name,Vehicle Reg. & WCP No.)	Origin of waste delivered	LoW Code	Waste Description	Tonnage IN	Quantities and composition of wastes rejected	Tonnage OUT	Destination Facility (including authorisation No.)	Name of the Load Checker	Tonnage End-of-Waste OUT

Table B.2: Condition 3.1.7 – ATF Waste Register

Name of person disposing of ELV.	Proof of ID provided*	Address of person disposing of ELV.	Proof of Address provided**	Amount in Euro's paid for ELV	Name of person who received the ELV	Reg. number/chasis no. of ELV	Vehicle make/brand	Vehicle class (i.e. category M1 or N1).	COD number	Date of issue of the COD

*Proof of ID must be

- a) a valid passport.
- b) a current Irish driving licence, or learner driver permit.
- c) a Public Services Card issued by the Department of Social Protection.

** Proof of Address must be;

2. A current utility bill addressed to that person at that stated address.
3. A document issued by the Government Department addressed to that person at their stated address within the previous three months.
4. A current car or home insurance policy addressed to that person at their stated address.
5. A current Tax Credit Certificate or Tax Clearance Certificate issued by the Office of the Revenue Commissioners to that person at their stated address.

Note: Information from the above table will be required as part of the AR.

Table B.3: Condition 5.2 – Waste Purchase Register

Date of purchase	Time of purchase	Registration number of delivery vehicle & WCP No. where applicable	Description and weight of the material being purchased.	Name of person selling the material.	Proof of ID provided*	Address of person selling the material.	Proof of Address provided**	Signed statement that they are the owner of the material being sold.	Amount in Euro paid for material.	Name of person who received material

*Proof of ID must be

- d) a valid passport.
- e) a current Irish driving licence, or learner driver permit.
- f) a Public Services Card issued by the Department of Social Protection.

** Proof of Address must be;

- 6. A current utility bill addressed to that person at that stated address.
- 7. A document issued by the Government Department addressed to that person at their stated address within the previous three months.
- 8. A current car or home insurance policy addressed to that person at their stated address.
- 9. A current Tax Credit Certificate or Tax Clearance Certificate issued by the Office of the Revenue Commissioners to that person at their stated address.

Appendix C – Incident Register

Table C. 1 - Condition 3.2.2: Register of Incident which has Potential to Cause Environmental Pollution

Date of Incident	Date notified to LA Name Council	Time of Incident	Details of Incident and the causes/potential causes	Evaluation of Environmental Pollution	Actions taken to Minimise the Effect on the Environment	Steps Taken to Avoid Reoccurrence	Details of any site investigations instigated by the permit holder	Other remedial action undertaken or to be undertaken, including details of preventative measures taken.

Appendix D – Complaints Register

Table D. 1 - Condition 3.2.3: Register of Complaints

Date of Complaint	Time of Complaint	Name of Complainant	Details of Complaint	Actions Taken	Result(s) of action taken	Response to Complainant

APPENDIX E - ENVIRONMENTAL MONITORING

Note to issuing authority: The frequency of monitoring and the parameters to be monitored are site specific and at the discretion of the local authority. Locations shall be referenced to the layout plans submitted to LA Name Council. Expand tables where necessary.

Condition 6.1.1: Environmental Monitoring

Monitoring Locations

Monitoring locations shall be those as set out in Table E.1.

Table E.1 Monitoring Locations

Parameter	Location
Example: Surface Water	
Example: Ground Water	
Example: Noise	
Example: Odour	
Example: Dust	

Surface Water Monitoring

Table E.2 Surface Water Monitoring Parameter and Frequency

Parameter ^{Note1}	Monitoring Frequency
Example: Visual	
Example: Ammonical Nitrogen as N	
Example: BOD	
Example: Chloride	
Example: Electrical Conductivity	
Example: Mineral oil	
Example: pH	
Example: Total Suspended Solids	

Note 1: All analyses shall be carried out by an appropriately accredited laboratory.

Ground Water Monitoring

Table E.3 Ground Water Monitoring Parameter and Frequency

Parameter ^{Note 1}	Monitoring Frequency
Example: Groundwater level	
Example: Ammonical Nitrogen as N	
Example: Chloride	
Example: Electrical Conductivity	
Example: pH	

Note 1: All analyses shall be carried out by an appropriately accredited laboratory.

Noise Monitoring

Table E.4: Noise Monitoring Frequency

Parameter	Monitoring Frequency	Method
Pre-existing ambient noise level	Prior to commencement of the operational phase of the facility	Note 1
<<parameter and frequency to be decided by local authority>>		Note 1

Note 1: The survey programme shall be undertaken in accordance with the methodology specified in the EPA *Guidance Note for Noise: Licence Applications, Surveys and Assessments in Relation to Scheduled Activities (NG4)* (January 2016).

Odour Monitoring

Table E.5: Odour Monitoring Frequency and Method

Method	Monitoring Frequency

Dust Monitoring

Table E.6: Dust Monitoring Frequency and Method

Parameter	Monitoring Frequency	Method
Dust Deposition (mg/m ² /day)		Note 1

Note 1: "Bergerhoff Method (German Standard VDI Method 2119 Part 2:1972)."

APPENDIX F - EMISSION LIMITS

Note to local authority: The parameters & emission limit values to be included below are site specific

Condition 7.1.1: Emission Limits

Table F.1: Noise Emissions: (Measured at the monitoring points indicated in Table E.1).

Day dB(A) LAr, T (07:00 – 19:00 hours)	Evening dB(A) LAr,T (19:00 – 23:00 hours)	Night dB(A) LAeq (23:00 – 07:00 hours)
XXX ^{Note 1}	XXX ^{Note 1}	XXX ^{Note 1}

Note 1: There shall be no clearly audible tonal component or impulsive component in the noise emissions from the activities on the site at the facility boundary.

Note 2: A penalty of 5 dB for tonal and/or impulsive elements shall be applied to the day-time and evening measured LAeq to determine the appropriate rating level (LAr).

Table F.2: Dust Emissions: (Measured at the monitoring points indicated in Table E.1).

Level (mg/m ² /day) ^{Note 1}