

17 MAR 2014

Our Ref: WML/L/1117082  
Your Ref:

Scotoil Services Limited  
Davidson House  
Miller Street  
Aberdeen  
AB11 5AN

FAO: Simon Davies

13 March 2014

Dear Sir

**ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)  
WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011  
APPLICATION FOR WASTE MANAGEMENT LICENCE  
LOCATION OF SITE: SCOTOIL WASTE TRANSFER FACILITY, MILLER STREET,  
ABERDEEN, AB11 5AN**

Thank you for your application for a waste management licence which we received on 1 November 2013, I now enclose Waste Management Licence Number WML/L/1117082.

The Licence has been granted subject to the conditions contained in the schedule to the Licence. You may appeal against the terms of the Licence to the Scottish Ministers. Your attention is drawn to the notice in the Licence referring you to information on your right of appeal.

You will receive under separate cover a notice of the subsistence charge payable in respect of the Licence.

If you have any questions regarding your licence contact Alistair Inglis at Aberdeen office, Inverdee House, Baxter Street, Torry, Aberdeen, AB11 9QA or telephone 01224 266600.

Yours faithfully



Stella Boath  
Registry Officer

Enc



Chairman  
David Sigsworth

Chief Executive  
James Curran

**Aberdeen Office**  
Inverdee House, Baxter Street  
Torry, Aberdeen AB11 9QA  
tel 01224 266 600 fax 01224 896 657  
[www.sepa.org.uk](http://www.sepa.org.uk)



Reference Number: WML/L/1117082

**SCOTTISH ENVIRONMENT PROTECTION AGENCY**  
**ENVIRONMENTAL PROTECTION ACT 1990 (AS AMENDED)**  
**WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011**

**WASTE MANAGEMENT LICENCE**

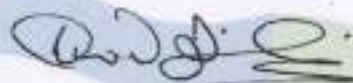
**Licence No: WML/L/1117082**

**To: Scotoil Services Limited**

**Address: Davidson House  
Miller Street  
Aberdeen  
AB11 5AN**

The Scottish Environment Protection Agency, being a waste regulation authority as defined in Section 30 of the Environmental Protection Act 1990 (the Act), in exercise of its powers under Section 35 and 36 of the Act, hereby grants a waste management licence to Scotoil Services, Company Registration Number SC077501 (the Licence Holder).

This licence authorises the treatment, keeping or disposal of waste by the Licence Holder in or on the area of land at Scotoil Waste Transfer Facility, Miller Street, Aberdeen, AB11 5AN subject to the conditions contained in the attached Schedule(s).



Date: 13 March 2014

Authorised to sign on behalf of the  
Scottish Environment Protection Agency

Under Section 43 (1) of the Act, you may appeal against the terms of this licence to the Scottish Ministers, except where it relates to a direction given by the Scottish Ministers. Your attention is drawn to Regulations 4 to 7 of the Waste Management Licensing (Scotland) Regulations 2011 (SI2011 No.228) which set out the procedure for appealing.

Scottish Environment Protection Agency

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY  
THE BUCHANAN BUILDING, 100 WEST BUCHANAN STREET, GLASGOW G2 3JW

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY

PAGE INTENTIONALLY LEFT BLANK

SCOTTISH ENVIRONMENT PROTECTION AGENCY

SCOTTISH ENVIRONMENT PROTECTION AGENCY





**CONTENTS**

<b>INTERPRETATION OF TERMS .....</b>	<b>3</b>
--------------------------------------	----------

**SCHEDULES**

<b>1 GENERAL CONSIDERATIONS .....</b>	<b>5</b>
1.1 The Site .....	5
1.2 Licence Conditions .....	5
1.3 Site Licence .....	5
1.4 Waste Types and Quantities .....	5
1.5 Hours of Operation .....	6
1.6 Commencement of Operations .....	6
1.7 Temporary Cessation of Operations .....	6
1.8 Permanent Cessation of Operations .....	6
1.9 Staffing and Management .....	6
1.10 Working Plan .....	6
1.11 Incident Procedures .....	7
1.12 Maximum Duration of Storage .....	7
1.13 Technical Competence .....	7
1.14 Reporting of Relevant Convictions .....	7
<b>2 SITE INFRASTRUCTURE .....</b>	<b>8</b>
2.1 Internal Site Roads .....	8
2.2 Site Security .....	8
2.3 Notice Board and Signs .....	8
2.4 Storage of Liquids .....	8
2.5 Weighbridge .....	9
2.6 Secure Compound .....	9
2.7 Traffic Control .....	9
2.8 Impermeable Pavement .....	9
2.9 Bays and Bins .....	9
2.10 Site Office .....	9
<b>3 WASTE RECEPTION .....</b>	<b>10</b>
3.1 Inspection of Loads .....	10
3.2 Procedure for Rejected Loads .....	10
3.3 Labelling .....	10
3.4 Adequate Storage Capacity .....	10
<b>4 SITE OPERATIONS .....</b>	<b>11</b>
4.1 Plant and Machinery .....	11
4.2 Breakdowns, Leakages, Spills .....	11
4.3 Handling and Storage of Waste .....	11
<b>5 POLLUTION CONTROL .....</b>	<b>12</b>
5.1 Polluting Discharge .....	12
5.2 Dust .....	12
5.3 Mud on Roads .....	12
5.4 Odour .....	12
5.5 Vermin/Insect/Bird Control .....	12
5.6 Litter .....	12
5.7 Burning .....	12

<b>6</b>	<b>RECORDS.....</b>	<b>13</b>
6.1	Site Diary.....	13
6.2	Waste Data Returns.....	13
<b>7</b>	<b>APPENDIX 1 – SITE PLAN.....</b>	<b>14</b>
<b>8</b>	<b>APPENDIX 2 – LIST OF INFORMATION TO BE INCLUDED IN THE WORKING PLAN.....</b>	<b>15</b>
<b>9</b>	<b>APPENDIX 3 – WASTE DATA INFORMATION TO BE SUBMITTED TO SEPA.....</b>	<b>16</b>





## INTERPRETATION OF TERMS

For the purposes of these Conditions, and unless the context requires otherwise, the following definitions shall apply:

"authorised SEPA officer" means any person who is authorised in writing under Section 108 of the Environment Act 1995 to carry out duties on behalf of SEPA;

"European Waste Catalogue" is a list of wastes pursuant to Article 1(a) of Directive 75/442/EEC on waste and Article 1(4) of Directive 91/689/EEC on hazardous waste contained in Council Decision 2000/532/EC (O.J. L 226, 6.9.2000p.3) as amended by Council Decisions 2001/118/EC (O.J. L 47 16.2.2001, p.32) and 2001/119/EC (O.J. L 203, 28.7.2001, p.18)(or any subsequent amendments to the same);

"incident" means any of the following situations:

- (a) Where an accident occurs which has caused or may have the potential to cause pollution of the environment;
- (b) Where any malfunction, breakdown, or failure of plant or techniques is detected which has caused or has the potential to cause pollution of the environment;

"other relevant person" has the same meaning as in section 74(7) of the Act;

"pollution of the environment" has the same meaning as in section 29 of the Environmental Protection Act 1990;

"SEPA" means the Scottish Environment Protection Agency;

"sealed drainage system" has the same meaning as in paragraph 45(7) of Schedule 1 of the Waste Management Licensing (Scotland) Regulations 2011;

"the Act" means the Environmental Protection Act 1990;

"the Licence Holder" means the Licence Holder specified in the licence or other person to whom the licence has been transferred in accordance with section 40 of the Act. Except where specified otherwise, any reference to the Licence Holder shall include a reference to the Licence Holder's employees, agents or contractors;

"the site" is defined in Schedule 1 of this Licence;

"the site licence" is waste management licence WML/L/1117082 granted to the Licence Holder by SEPA;

"waste" has the same meaning as in section 75 of the Act;

"Water Environment" means all surface water, groundwater and wellands as defined in Section 3(1) of the Water Environment and Water Services (Scotland) Act 2003;

"Working Plan" means the document identified as the Working Plan in writing by SEPA at the time of grant of the licence and any subsequent changes to that Working Plan made in accordance with the conditions of the licence;

"writing" includes text that is -  
(a) transmitted by electronic means;  
(b) received in legible form; and  
(c) capable of being used for subsequent reference.

Any reference to a group of Conditions, numbered Condition, Schedule, Table, Appendix, Figure or Paragraph is a reference to a group of Conditions, numbered Condition, Schedule, Table, Appendix, Figure or Paragraph bearing that number in these Conditions;

Except where specified otherwise in these Conditions:

- "day" means any period of 24 consecutive hours,
- "week" means a period of 7 consecutive days,
- "month" means a calendar month,
- "year" means any period of 12 consecutive months,

and any derived words (e.g. "monthly", "quarterly") shall be interpreted accordingly.

Except where specified otherwise, any reference to an enactment or statutory instrument includes a reference to it as amended (whether before or after the date of the Conditions) and to any other enactment, which may, after the date of this licence, directly or indirectly replace it, with or without amendment.



## 1 GENERAL CONSIDERATIONS

### 1.1 The Site

1.1.1 This Licence shall apply strictly to the area delineated in red on the plan attached at Appendix 1 ('the site').

### 1.2 Licence Conditions

1.2.1 The activity at the site shall be restricted to the keeping of waste.

### 1.3 Site Licence

1.3.1 A copy of the site licence, its conditions and the associated Working Plan shall be made available on the site when the site is in operation. The licence, its conditions and the details of the associated Working Plan shall be made known to all staff manning, or responsible for supervising, the site.

### 1.4 Waste Types and Quantities

1.4.1 Only waste types detailed in column 1 of Table 1 shall be accepted at the site. The quantities of waste accepted at the site on any day shall not exceed those detailed in column 2 of Table 1. The quantities of waste accepted at the site in any year shall not exceed those detailed in column 3 of Table 1.

Table 1

Column 1	Column 2	Column 3
Waste Accepted	Daily Tonnage	Yearly Tonnage
01 05 Drilling muds and other drilling wastes (including Special Waste listed in this category)	50	1500
15 02 Absorbents, filter materials, wiping cloths and protective clothing (including Special Waste listed in this category)	10	200
16 01 17 Ferrous metal	400	1500
16 01 18 Non ferrous metal	400	1500

1.4.2 Waste types detailed in Table 2 shall not be accepted at the site.

Table 2

Waste Excluded
All special wastes as defined in the Special Waste Regulations 1996 (as amended) other than those mentioned in Column 1 of Table 1.
Clinical Waste *
Radioactive waste**

- \* as defined by the Controlled Waste Regulations 1992 (as amended)
- \*\* as defined by the Radioactive Substances Act 1993

1.4.3 The total quantity of waste kept on site shall not exceed 860 tonnes.

### **1.5 Hours of Operation**

1.5.1 The Licence Holder shall notify SEPA in writing of the opening hours for the receipt of waste, and if different, the hours of other operations. SEPA shall be given 7 days written notice of any change in operating hours.

1.5.2 The site shall only receive waste within the following hours:

Monday to Friday	0000 hours–2400 hours
Saturday	0000 hours–2400 hours
Sunday	0000 hours–2400 hours

### **1.6 Commencement of Operations**

1.6.1 SEPA must be advised in writing of the date the site is to become operational and receive waste at least 7 days before the site becomes operational and receives waste.

### **1.7 Temporary Cessation of Operations**

1.7.1 Any temporary cessation of operations in excess of two weeks shall be notified to SEPA in writing.

1.7.2 SEPA shall be given at least one day's prior notice of the Licence Holder's intention to recommence operations after such a temporary cessation.

### **1.8 Permanent Cessation of Operations**

1.8.1 Written notice shall be given to SEPA of the designated date when the site shall cease operations permanently at least 14 days prior to the said designated date.

### **1.9 Staffing and Management**

1.9.1 When the site is open to receive waste the site shall be staffed by at least two members of staff.

### **1.10 Working Plan**

1.10.1 All operations on site shall be carried out in accordance with the Working Plan. The Working Plan shall include the operational details listed in Appendix 2. Where any licence condition conflicts with the Working Plan, the licence condition shall take precedence.

1.10.2 Any changes to the operational details of the Working Plan shall be submitted in writing to SEPA. Any proposed changes shall not be implemented until SEPA has given its written consent to the proposed changes. If SEPA does not give a written response within 14 days of receipt of the proposed changes the request for changes shall be deemed accepted.

1.10.3 The Licence Holder, in consultation with SEPA, shall review the Working Plan to ensure consistency with licence conditions at least once a year and by 31 December each year. This review shall include the submission of "as-built" drawings for construction work undertaken during the year.



### 1.11 Incident Procedures

- 1.11.1 SEPA shall be informed forthwith of any incidents occurring on site. Immediate action shall be taken to deal with the incident. A written report shall be forwarded to SEPA within 7 days of any such incident. This shall include the circumstances of the incident, the identity of any persons responsible or thought to be responsible for the incident and the actions taken by the Licence Holder.

### 1.12 Maximum Duration of Storage

- 1.12.1 Waste shall not remain on site for a period exceeding that specified below:

Waste Type	Maximum Storage Period
Drilling muds and other drilling waste	12 months
Absorbents, filter materials, wiping cloths and protective clothing	12 months
Segregated scrap metal	12 months
Waste in skips in reception area	7 days
Non conforming waste	72 hours

### 1.13 Technical Competence

- 1.13.1 At least one technically competent person shall be responsible for supervising the site and shall be contactable by site staff and SEPA at all times during operational hours.
- 1.13.2 A list of technically competent persons shall be included in the Working Plan.
- 1.13.3 Any changes to the list of technically competent persons who may be in charge of the site shall be notified to SEPA within 2 working days.

### 1.14 Reporting of Relevant Convictions

- 1.14.1 Where the Licence Holder or other relevant person (as defined in Section 74(7) of the Act) has been convicted of an offence prescribed by Regulation 3 of The Waste Management Licensing (Scotland) Regulations 2011, the Licence Holder shall notify SEPA in writing within 7 days of the conviction, whether or not the conviction is subsequently appealed.



## 2 SITE INFRASTRUCTURE

### 2.1 Internal Site Roads

2.1.1 All roads and surfaces shall be constructed and maintained in a condition such that their use is not compromised by debris, ruts, potholes or ponded surface water, as detailed in the Working Plan.

### 2.2 Site Security

2.2.1 The site shall be maintained in a secure condition to prevent unauthorised access as detailed in the Working Plan.

### 2.3 Notice Board and Signs

2.3.1 A site notice board of durable material and finish shall be displayed at the site entrance. The notice board shall contain the under noted information, which information shall be legible from outwith the site boundary.

- site name, address and WML number
- site Licence Holder's name
- site opening times
- emergency contact telephone number for the Licence Holder
- telephone number of the SEPA area office and emergency number

2.3.2 Legible signs of a durable material and finish shall be prominently displayed throughout the site to ensure that users of the site are aware of:

- traffic routing and access restrictions
- the location of the various facilities
- all areas of high risk

### 2.4 Storage of Liquids

2.4.1 All containers used to store any liquids shall be located in a bund. The minimum capacity of any bund shall be either, 110% of the capacity of the largest container, or 25% of the total capacity of all the containers within the bund, which-ever is the greater. In the event of any containers being connected to one another, they shall be treated as one container.

2.4.2 The bunded areas and containers shall conform to the following standards:

- the walls and base of the bund shall be impermeable
- the base shall drain to a sump
- when not in use all taps, valves, pipes and every part of each container shall be located within the area served by the bund
- vent pipes shall be directed downwards into the bund
- no part of the bund shall be within 10 metres of a watercourse
- all containers with a design capacity above 2500 litres shall be fitted with a device for continuously monitoring the level of the contents.

2.4.3 The accumulation of rainwater, spillages or leaks shall be managed to ensure that at least 95% of the capacity of the bund is free of liquid.

## 2.5 Weighbridge

2.5.1 A weighbridge shall be provided at the site as detailed in the Working Plan.

## 2.6 Secure Compound

2.6.1 An area within the site boundaries shall be provided for isolating non-conforming wastes. This area shall have an impermeable surface as detailed in the working plan, designed to ensure that no liquid fraction can escape beyond this area.

## 2.7 Traffic Control

2.7.1 Waiting areas shall be provided and maintained for vehicles delivering waste to or removing waste from the site as detailed in the Working Plan in order to prevent vehicles queuing on the public highway and congestion within the site.

2.7.2 Spaces shall be provided for staff and visitor car parking, in accordance with the Working Plan.

## 2.8 Impermeable Pavement

2.8.1 All working surfaces shall be impermeable to water and laid to falls that direct surface run-off to a purpose designed drainage system.

2.8.2 Impermeable pavement shall be constructed of concrete or similar material and be laid to a fall so as to direct pavement water run-off to a sealed drainage system and oil interceptor. The impermeable pavement shall be of such a design that any spillage on it or run-off from it is fully contained and cannot escape onto adjacent ground.

## 2.9 Bays and Bins

2.9.1 Separate facilities shall be provided for the reception of different categories of wastes. These facilities shall be as detailed in the Working Plan.

## 2.10 Site Office

2.10.1 A site office facility equipped with an effective communication system shall be provided and maintained as detailed in the Working Plan.



### **3 WASTE RECEPTION**

#### **3.1 Inspection of Loads**

3.1.1 The Licence Holder shall monitor all wastes entering the site as detailed in the Working Plan, (including weight recording of waste loads) to ensure that they are within the types/quantities permitted under the conditions of this licence. Vehicles shall not be permitted to proceed to the storage area unless the source of waste has been checked and where practicable, the load visually inspected by a suitably trained member of staff and found to comply with the requirements of this licence.

3.1.2 All waste received shall be further inspected by a suitably trained member of staff when it is kept/treated, to check that the waste is permitted for acceptance under the conditions of this licence. Any waste found not to conform to the conditions of this licence detected during this inspection shall be immediately removed to the secure compound as detailed in the Working Plan.

#### **3.2 Procedure for Rejected Loads**

3.2.1 Where the Licence Holder refuses any person permission to deposit waste at the site the Licence Holder shall take all reasonable steps to obtain the following details: name and address of person, registration number of vehicle, quantity and type of waste, date and time of refusal. Details of the occurrence shall be passed to SEPA forthwith.

#### **3.3 Labelling**

3.3.1 All waste storage areas shall be clearly labelled. The label shall identify the material stored in the area and any hazardous properties. This information shall be legible from outwith the storage area.

#### **3.4 Adequate Storage Capacity**

3.4.1 In the event that the maximum capacity of the storage facilities, as detailed in the Working Plan, is reached, no further waste shall be accepted at the site until capacity becomes available.



## 4 SITE OPERATIONS

### 4.1 Plant and Machinery

4.1.1 All plant, machinery, equipment and instrumentation used at the site shall be operated, maintained and inspected in accordance with the manufacturers' guidelines. Should the plant, machinery equipment and instrumentation for any reason become unserviceable or inoperable, its replacement, repair or arrangements for its repair shall be put in hand forthwith.

### 4.2 Breakdowns, Leakages, Spills

4.2.1 Any spillages of waste, fuel or other liquids shall be cleaned up forthwith. A supply of a suitable absorbent material as detailed in the Working Plan shall be kept on site to deal with any such spillage.

### 4.3 Handling and Storage of Waste

#### Drilling muds and other drilling waste

4.3.1 Drilling muds and other drilling waste shall be contained in IBCs or Tote tanks within the bunded area marked on the Site Plan.

#### Absorbents, filter materials, wiping cloths and protective clothing.

4.4.2 Absorbents, filter materials, wiping cloths and protective clothing should be stored in appropriate sealed containers to prevent leaking of contaminated material.

#### Metals

4.4.3 Metals shall be segregated and stored in the designated storage area as detailed in the site Working Plan.

## 5 POLLUTION CONTROL

### 5.1 Polluting Discharge

- 5.1.1 In the event of any contaminants from the site entering or threatening to enter the Water Environment or land out with the site boundary, SEPA shall be informed forthwith. Immediate action shall be taken to terminate such a discharge and to take such other remedial action as may be necessary.

### 5.2 Dust

- 5.2.1 The emission of dust to the atmosphere shall be minimised and dust suppression water spraying equipment shall be provided, maintained and used as detailed in the Working Plan.

### 5.3 Mud on Roads

- 5.3.1 The Licence Holder shall ensure that all roads and site surfaces are kept free from mud and other debris to the extent necessary to prevent fouling of the public highway.

### 5.4 Odour

- 5.4.1 Waste Operations shall be carried out so that offensive odours from the site in the opinion of an authorised SEPA officer do not become detectable beyond the boundaries of the site.

### 5.5 Vermin/Insect/Bird Control

- 5.5.1 All site operations shall be carried out so as to minimise the presence of insects, birds and vermin. The site shall be inspected at least once every twelve months by a person suitably qualified and experienced in pest control and a treatment programme shall be undertaken to deal with any identified infestation forthwith.

### 5.6 Litter

- 5.6.1 All site operations shall be carried out such that no litter escapes beyond the site boundary. On a daily basis any litter lying within the site shall be removed and contained.

### 5.7 Burning

- 5.7.1 No waste shall be burned within the boundaries of the site.

## 6 RECORDS

### 6.1 Site Diary

6.1.1 The Licence Holder shall keep on site a diary to record significant events including as a minimum those detailed below:

- Site visits by a certificate of technical competence holder & any instruction issued to staff regarding compliance with licence conditions
- Plant maintenance
- Emergencies and details of remedial action taken
- Problems with waste received including actions taken
- Pest control inspections
- Environmental problems specific to the site

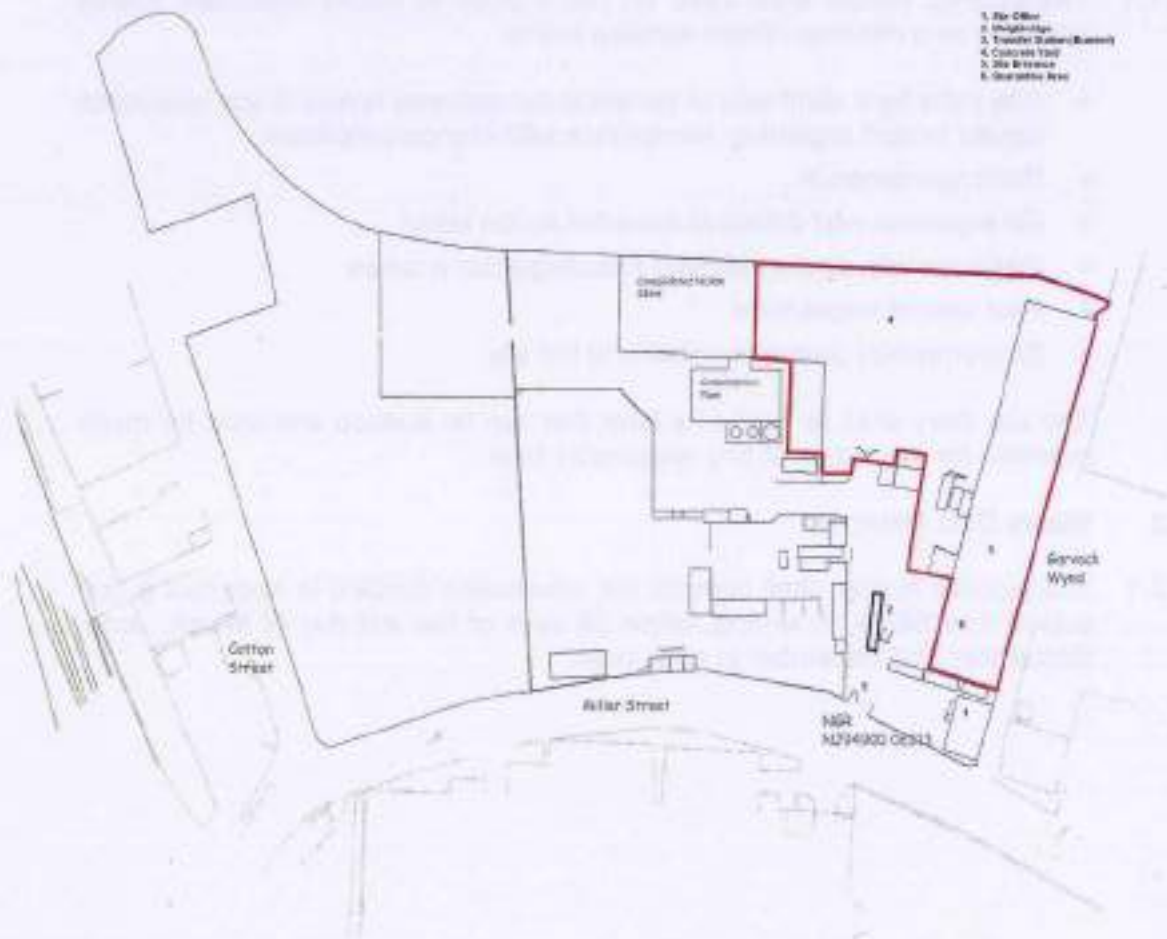
The site diary shall be kept in a form that can be audited and shall be made available for inspection at any reasonable time.

### 6.2 Waste Data Returns

6.2.1 The Licence Holder shall compile the information detailed in Appendix 3 and submit it to SEPA, in writing, within 28 days of the last day of March, June, September and December in each year.



## 7 APPENDIX 1 – SITE PLAN



## 8 APPENDIX 2 – LIST OF INFORMATION TO BE INCLUDED IN THE WORKING PLAN

In accordance with Condition 1.10.1 the Site Working Plan shall contain the following information and records:

### Operational Details

1. Name and contact information of Licence Holder
2. Hours of operation
3. List of Technically competent persons for the site (including copies of Certificates of Technical Competence)
4. Details of site security provided at the site
5. Operational procedures for:
  - a. Receiving waste
  - b. Inspecting waste
  - c. Segregating, treating & bulking of waste
  - d. Removing waste from the site
  - e. Attending to spillages (including details of the absorbent material, decanters and cleanser degreasers kept on site)
6. Details of any waste tracking system(s)
7. Maintenance procedures (including planned frequency of maintenance) for:
  - a. Site surfaces
  - b. Plant and machinery
  - c. Drainage system and oil interceptor, if appropriate
  - d. Fencing, walls and gates
8. Construction details (including 'as built' drawings) of:
  - a. Site infrastructure
  - b. Drainage system and oil interceptor, if appropriate



## 9 APPENDIX 3 – WASTE DATA INFORMATION TO BE SUBMITTED TO SEPA

The information which must be submitted to SEPA in accordance with Condition 6.2.1 is:

### Operator and Site Details

1. The Reporting Quarter (i.e. Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) and year that the submission refers to
2. Site Licence number
3. Name of the Licence Holder
4. Name and address of the Site
5. Details of the person who SEPA can contact about the submission including:
  - a. Name,
  - b. Job Title,
  - c. Telephone number
  - d. e-mail address (if applicable)
6. Confirmation of whether or not there is a weighbridge on the Site
7. If there is a weighbridge on Site detail of the percentage of waste weighed during the reporting quarter
8. An explanation of how tonnages were calculated for any waste that was not weighed including details of any assumptions made and volume to weight conversion factors used.

### With reference to Waste Accepted at the Site

9. Details of all waste accepted at the Site during the Reporting Quarter including for each type of waste:
  - a. The 6 digit European Waste Catalogue (EWC) Code
  - b. A brief description of the type of waste (e.g. Tyres, asphalt, rock, soil etc)
  - c. It's physical form (i.e. Gas (G), Liquid (L), Sludge (P) or Solid (S))
  - d. The quantity of the waste (i.e. Gallons, Kilograms, Litres or Tonnes)
  - e. The geographical origin of the Waste (using the Local Authority Code)
  - f. The management method (i.e. Incinerated (IN), Landfilled On-site (LF), Sent Offsite (SO) or Treated on Site (TR))
  - g. Whether the waste was pretreated before being accepted on site, (i.e. yes or no) (landfills only)

### With Reference to Waste Treated on the Site

10. Details of waste treated on the Site during the Reporting Quarter including for each type of waste:
  - a. The 6 digit European Waste Catalogue (EWC) Code
  - b. A brief description of the type of waste (e.g. Tyres, asphalt, rock, soil etc)
  - c. It's physical form (i.e. Gas (G), Liquid (L), Sludge (P) or Solid (S))
  - d. The quantity, in Gallons, Kilograms, Litres or Tonnes
  - e. The management method (i.e. Biological Treatment on site (BT), Chemical Treatment on Site (CT), Composted on site (CP), Crushed / Screened on site (CS), Other Treatment on site (OT), Physical Treatment on site (PT), Recycled on site (RC))

### With reference to Waste Sent off Site for Treatment, Transfer or Disposal

11. Details of any waste sent off Site for treatment, transfer or disposal during the Reporting Quarter including for each type of waste:
  - a. The 6 digit European Waste Catalogue (EWC) Code



- b. A brief description of the type of waste (e.g. Tyres, asphalt, rock, soil etc)
- c. It's physical form (i.e. Gas (G), Liquid (L), Sludge (P) or Solid (S))
- d. The quantity, in Gallons, Kilograms, Litres or Tonnes
- e. The geographical origin of the Waste (using the Local Authority Code)
- f. Management Method (i.e. Biological Treatment off site (BT), Chemical Treatment off Site (CT), Composted off site (CP), Crushed / Screened off site (CS), Other Treatment off site (OT), Physical Treatment off site (PT), Recycled off site (RC), Incinerated off site (IN), Landfilled off site (LF), Transferred off site (TF))
- g. Site Name and/or Licence/Permit Number of Facility where the waste was sent.



## **EXPLANATORY NOTES**

(These explanatory notes do not form part of the licence)

### **1. GRANT OF LICENCE**

This licence is granted in accordance with the provisions of Section 35 and 36 of the Environmental Protection Act 1990.

### **2. MODIFICATION OF LICENCE**

Licence conditions may only be modified in accordance with Section 37 of the Environmental Protection Act 1990. The working plan may be modified in accordance with the relevant conditions of the licence.

### **3. SUSPENSION OF LICENCE**

SEPA may suspend or partially suspend a licence in accordance with the provisions of Sections 38 and 42 (5) and (6) of the Environmental Protection Act 1990 and Section 41(6) of the Environment Act 1995.

### **4. REVOCATION OF LICENCE**

A licence may be revoked or partially revoked in accordance with the provisions of Sections 38, and 42(5) and (6) of the Environmental Protection Act 1990 and Section 41(6) of the Environment Act 1995.

### **5. SURRENDER OF LICENCE**

A licence may only be surrendered in accordance with the provisions of Section 39 of the Environmental Protection Act 1990.

A licence shall remain in effect, subject to any modification, revocation or transfer issued by SEPA until such time as the licensed activity has ceased, an application for surrender of licence has been made by the licence holder and the certificate of completion has been issued by SEPA.

### **6. TRANSFER OF LICENCE**

A licence may only be transferred in accordance with the provisions of Section 40 Environmental Protection Act 1990.

### **7. GENERAL STATUTORY REQUIREMENTS**

A licence does not detract from any other statutory requirements applicable to the licence holder or his operations, such as any need to obtain planning permission or building regulations approval or any responsibilities under legislation for health, safety and welfare in the workplace.

### **8. SUBSISTENCE CHARGES**

An annual subsistence charge will be payable in respect of the licence under Section 41 of the Environment Act 1995.



## 9. OFFENCES

Under Section 33(6) of the Environmental Protection Act 1990, a person who contravenes any condition of a waste management licence commits an offence.

A person who commits an offence under Section 33(6) may be liable to imprisonment and/or to a fine.

## 10. ADDRESS AND TELEPHONE NUMBERS

The contact address and telephone number for all information to be reported in terms of the licence, is as follows: -

Scottish Environment Protection Agency  
Inverdee House  
Baxter Street  
Torry  
Aberdeen  
AB11 9QA

Tel No: 0800 80 70 60 and/or 01224 266600  
Fax No: 01224 896657

## 11. WASTE DATA RETURNS

The information required for each Reporting Quarter may be submitted in any format, however a submission form in Excel format is available should you wish to use it.

[http://www.sepa.org.uk/waste/waste\\_data/statutory\\_data\\_returns/licensed-permitted\\_returns.aspx](http://www.sepa.org.uk/waste/waste_data/statutory_data_returns/licensed-permitted_returns.aspx)

Alternatively a submission form in Word Format is available on request by emailing [waste.data@sepa.org.uk](mailto:waste.data@sepa.org.uk)

Completed Licensed/Permitted Site Return forms can be submitted to [waste.data@sepa.org.uk](mailto:waste.data@sepa.org.uk) or posted to SEPA's Corporate Office, Data Unit, Erskine Court, Castle Business Park, Stirling, FK9 4TR

Further guidance on the submission of quarterly returns can be found at [http://www.sepa.org.uk/waste/waste\\_data/statutory\\_data\\_returns/licensed-permitted\\_returns.aspx](http://www.sepa.org.uk/waste/waste_data/statutory_data_returns/licensed-permitted_returns.aspx)



Introduction 1

1.1 The Scottish Environment Protection Agency 2

2. THE SCOTTISH ENVIRONMENT PROTECTION AGENCY 3

2.1 The Scottish Environment Protection Agency 3

- 2.2 The Scottish Environment Protection Agency 4
- 2.3 The Scottish Environment Protection Agency 5
- 2.4 The Scottish Environment Protection Agency 6
- 2.5 The Scottish Environment Protection Agency 7

3. THE SCOTTISH ENVIRONMENT PROTECTION AGENCY 8

4. THE SCOTTISH ENVIRONMENT PROTECTION AGENCY 9

4.1 The Scottish Environment Protection Agency 9

4.2 The Scottish Environment Protection Agency 10

4.3 The Scottish Environment Protection Agency 11

4.4 The Scottish Environment Protection Agency 12

4.5 The Scottish Environment Protection Agency 13

4.6 The Scottish Environment Protection Agency 14

4.7 The Scottish Environment Protection Agency 15

4.8 The Scottish Environment Protection Agency 16

4.9 The Scottish Environment Protection Agency 17

4.10 The Scottish Environment Protection Agency 18

