



**ENVIRONMENT
AGENCY**

Guidance for Registering an Exempt Operation: Waste storage or treatment at water and sewage treatment works

Please read these guidance notes carefully before you make your notification.

Introduction

This document is intended for any establishment or undertaking that wishes to notify us of a new notification under a paragraph 10 exemption, or for anyone wishing to renew or make changes to an existing paragraph 10 registration. It should be read in conjunction with the notification form EPA, EPB-10 & EPF which can be found alongside these guidance notes on our web site.

The document is split into four sections –

Section A - About the Regulations

This section explains where you can find a full description of a Paragraph 10 operation and what to do if you want to notify us of your intention to undertake this operation. We also explain what happens when your operation is registered and how a registration is renewed.

Section B – Completing the Notification Form

Explains how to complete the notification form which provides us with the basic details of your paragraph 10 operation. You must use the notification form with the same reference as this document – EPA, EPB-10 & EPF.

Section C – Supporting Documentation

Sets out the full list of supporting documents that you must submit with a renewal notification and details the sort of information each supporting document must contain.

Section D – Declaration

Reminds you to read the declaration on the notification form before you submit your renewal.

Appendix 1 Contains the Risk Assessment Template.

Section A – About the regulations

Most waste management activities are regulated by the Environmental Permitting (England and Wales) Regulations 2010. The regulations determine whether certain waste operations must have a permit or if they can be exempt. The exception to this would be exemptions registered before 5 April 2010. This would still be covered by the Environmental Permitting (England and Wales) Regulations 2007, during the transitional provisions detailed in the 2010 regulations.

There are a number of waste operations that are exempt from permitting. We provide a plain language guide to each of the exemptions on our website at: -

<http://www.environment-agency.gov.uk/business/topics/permitting/32324.aspx>

A full transcript of the paragraph 10 exemption which covers waste storage or treatment at water and sewage treatment works and a summary explaining the legislation can be found on our web site at:-

<http://www.environment-agency.gov.uk/business/topics/permitting/34784.aspx>

Before you make your notification

If you want to undertake an exempt operation you must notify us first, providing us with certain information. We will assess the information and decide whether we can register that operation as exempt. **It is an offence to carry out a paragraph 10 exempt operation without being registered.**

Before you notify us, use the guidance detailed at the links above to make sure that you know what the exemption covers, what the specific limits of the exemption are and that you can always operate within its limits.

Please note:

For an operation to be exempt, the waste must be recovered without endangering human health and without using processes or methods which could harm the environment, and in particular without:

- risk to water, air, soil, plants or animals
- causing nuisance through noise or odours
- adversely affecting the countryside or places of special interest.

Making your notification

When you make a notification you are required to fill in a form and also provide supporting documentation.

You must allow at least 25 working days from the time your notification is complete, for us to make our assessment. The notification is complete when we have received all your documents and you have paid your fee.

Fees

Paragraph 10 is a chargeable exemption. You can find information on charges under the Environmental Permitting Charging Scheme 2008/2009 at –

<http://www.environment-agency.gov.uk/business/topics/permitting/32324.aspx>

You must include the correct fee with the renewal, otherwise all documentation will be returned to you without further processing.

What happens when we receive your notification

Once we have received your notification form, supporting documents and the correct fee we will start our assessment.

When we have completed our assessment, we will inform you of our decision by sending you either confirmation of your registration or a notice of refusal. In some cases we may need to extend the time that we take to assess your notification. If this is the case, we will contact you. If we refuse your notification we will tell you why. There is no appeal process for exemptions.

If your notification is successful, we will register your operation. You will then be allowed to carry out that operation for 12 months from the registration date. If you want to continue for longer than this, you will need to renew your registration.

Renewing a notification.

We must receive notification for renewals before the current registration expires which is 12 months from the original registration or last renewal. A notification received after a registration has expired will be a new notification and will attract the higher fee. We will remind you when your registration is due for renewal, usually at least one month before it is due to expire.

Each year that you renew a Paragraph 10 exemption you will need to complete the notification form. Supporting documents may be required where you have not provided that item previously, where they are out of date or where there have been changes.

When you are registered

When we confirm that we have registered your waste operation you may start to operate. We may inspect the site at any reasonable time. As a requirement of this exemption you will need to keep records of the –

- quantity
- nature
- origin
- destination and
- method of recovery

of any wastes covered by this exemption. You must keep this information for two years and make it available to us on request.

We may remove your registration from the public register if you are carrying out your operation in breach of the regulations. We will send you a notice and explain why we have removed your exemption. You will also be liable for prosecution

Where to post your form and how to contact us

Post your notification form, fee and any supporting documents to the Environment Agency office at the address on the last page of the notification form.

If you have any queries regarding the form or supporting documents, please contact us as shown below.

General Enquiries : 08708 506 506 (Monday to Friday, 8am to 6pm)

Minicom: 08702 422 549 (Monday to Friday 8am to 6pm)

E-mail: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

SECTION B – Completing the Notification Form EPA, EPB10 & EPF

Part A

Details of the establishment or undertaking

1 Customer Reference number

2 Please indicate in the boxes provided, the type of applicant (Individual, Organisation of Individuals, Company or Public Body).

3 - 5 Please provide the details of the person, company or organisation that will be carrying out the exempt operation in section 1.2., including name, date of birth, position (where relevant) address, phone number, fax and email address. If you are a company also include the company name and registration number. If you are a Public body say what type.

Where you have identified yourself as an Organisation of Individuals, include the same details for all members.

6 Provide the details of the person who will be the contact for this notification.

Please note the contents of the Data Protection Notice on the last page of the form which states what the information will be used for.

Part B

1 About the notification

1a Please provide your customer reference number

Type of Notification

1b Please state the notification is a renewal.

Please give details of the current or previous registration.

1c Please enter the registration number of the exemption which you wish to renew and the expiry date. Other supporting documents may be required where you have not provided that item previously, where they are out of date (such as soil analysis older than 4 years) or where there have been changes.

1d Please provide details of any changes to the current registration

2 Storage, treatment or recovery location

2a Please detail the address and grid reference where the operation will take place, if you have not already supplied the address in the address box provided in 1.2.

3 About the exempt operation

Type of Works.

3a Please tick the relevant box which specifies whether you are water treatment works or a sewage treatment works. If you are a sewage treatment works go to question 3.5 after ticking the box. If you are a water treatment works, go to Question 3.3.

Water Treatment Works

3b – 3c At a water treatment works you may be carrying out the following under this exemption -.

- treating waste at the water treatment works where the waste was produced
- the storage of wastes produced at the water treatment works pending treatment at those works.

Please tick all the relevant boxes and indicate which wastes you will be treating and storing.

Sewage Treatment Works

3d – 3e At a sewage treatment works you may be carrying out the following under this exemption -.

- recovery of wastes at a sewage treatment works
- storage of wastes at a sewage treatment works where the waste will be recovered
- storage at a works other than where the waste will be treated or recovered.

Please tick all the relevant boxes and indicate which wastes you will be recovering and storing.

How much waste do you intend to treat or recover during the 12 month period?

3f Please enter the amount in cubic metres. You may only store and treat wastes that are listed within the terms of the exemption.

Water treatment works

You can only store or treat wastes that arise from water treatment at that works.

The quantity of waste that can be brought to a works in a period of 12 months is limited to 10,000 cubic metres.

Sewage treatment works

The quantity of waste that can be brought to a works in a period of 12 months is limited to 100,000 cubic metres.

Maximum quantity of waste you intend to store at any one time.

3g Please enter the amount in cubic metres. You may only store and treat wastes that are listed within the terms of the exemption.

Water treatment works

You can only store waste that has been produced on the site. There is no separate storage limit; this will be part of the overall quantity permitted to be treated or stored within a 12 month period. The waste must be stored securely.

Sewage treatment works

There is no separate storage limit; this will be part of the overall quantity permitted to be recovered or stored within a 12 month period. The waste must be stored securely.

SECTION C

6 Supporting Documentation

6.1 Map or plan of the site where the operation is taking place.

You must provide a map or plan of the location of the waste storage and treatment areas showing

- the boundaries of that place
- the locations within that place at which the exempt operation is to be carried on *i.e. the parts of the site that are used for storage and or treatment*
- areas that are impermeable pavement/hardstanding/un-surfaced
- the drainage of the storage and treatment areas including gully pots, manholes and drains including the direction in which they fall and indicating which collection system they are connected to *i.e. surface water/back into works/ foul sewer/sealed sump etc.*

The format of any maps or plans you send us should -

- be A4 or A3 in size,
- show the area of land covered by your notification
- be based on an Ordnance Survey map at a scale of 1:10,000 or larger.
- label individual points and areas ('A', 'B' and so on)
- use colour or hatching to highlight areas on the map
- use the form to cross-refer to labelled and highlighted areas on the map.

6.2 Pollution Risk Assessment

A pollution risk assessment must be submitted with this notification form. You must use the Risk Assessment provided in Appendix 1.

Pollution Risk Assessment - (Appendix 1)

Please ensure that you answer the following questions on the risk assessment template. If this information is not submitted, we will not be able to process your notification and it is likely to be rejected.

(i) Describe how you will store the waste securely.

Waste should be kept in a secure place where it cannot escape and members of the public are unable to gain access to it. Reasonable precautions should be taken to keep the waste secure during storage and treatment. Please give details of the measures taken to prevent access by the general public.

(ii) Please give details of the pollution containment systems on the site in the areas where the waste is to be stored or treated

Requirements for water treatment works

There are no specific requirements for the containment of wastes at a water treatment works other than they are kept secure but in all cases the storage and treatment must be undertaken in such a way as to prevent pollution.

Requirements for sewage treatment works

Storage and treatment of waste must be on areas with impermeable pavement capable of containing any spillage of waste. It must be connected to a drainage system with

impermeable components that do not leak. All liquid must be drained via the sealed system and either be lawfully discharged or collected in a sealed sump.

Impermeable pavement

The materials used in construction of the impermeable pavement must be strong enough to withstand the operation that is being carried out including movement of machinery over the surface and any heat or chemical damage that might be associated with the operation.

Please give the specifications of the areas in which you are storing or treating the waste. You may find it easier to indicate this on the map you are supplying in C1, provided the scale is appropriate.

As a minimum you must supply details of the

- materials used construction
- extent of each area (*use map in question C1*)
- thickness of the surface
- strength/resistance of the surface

Drainage systems

Please describe the:

- type of drainage
- materials from which it is constructed.

Additional containment

If you are using additional containment (e.g. container or lagoon) during the storage or treatment please give the following details:

- purpose
- type of container/containment
- the materials it is made of and their strength
- capacity.

(iii) Please describe how you intend to treat and recover the waste.

Please explain the processes and methods by which you will treat the waste and the length of time needed to complete each treatment process.

This exemption does not allow you to mix other types of controlled waste not listed in the terms of the exemption as part of a treatment process. If you propose to treat the sludge with other types of waste, you should contact your local office to discuss whether or not you require a permit.

(iv) Specify how you will control potential nuisance from the treatment, movement and storage of the waste.

The more frequently waste is disturbed and transported on and off the site, the higher the risk of nuisance being caused by odour. You should restrict movements wherever possible and make sure waste is contained in a way that prevents waste escaping and reduces the occurrence of nuisance through odour.

Some of the waste types stored and treated under this exemption can be particularly odorous and may attract pests such as flies. In particular the treatment and movement of sewage sludges can cause additional nuisance to those that live and work in the vicinity of a works if care is not taken to reduce its impact.

Impacts can be reduced by, for example:

- reducing the number of movements of waste in and out of a site
- treating the waste in covered areas
- using deodorizing equipment.

Please detail the measures you will be taking to reduce the risk of any additional nuisance to the local area from this operation

(v) Is the land within 1 km radius of an environmentally sensitive site?

Designated sites under the Habitats Directive

The requirements of the Habitats Directive mean that we must consider the impacts of your operation on the following sensitive sites:

- Special Protection Area (SPA)
- Potential Special Protection Area (pSPA)
- Special Area of Conservation (SAC)
- Candidate Special Area of Conservation (cSAC)
- Ramsar - Ramsar sites are designated under the International Convention on Wetlands of International Importance especially as Waterfowl Habitat (the Ramsar Convention).

You must state whether the land to be treated is in or within 1km of a designated conservation site.

Other protected sites

There may be other sites that are sensitive that are covered by the Wildlife and Countryside Act 1981 – as amended by the Countryside Rights of Way Act 2000 which include Sites of Special Scientific Interest (SSSI) and Areas of Outstanding Natural Beauty (AONB). Public bodies have a duty to have regard to conserving and enhancing the natural beauty of Areas of Outstanding Natural Beauty so we will take into account this when assessing your notification.

You must also identify any other protected sites such as these within 1km of the operation

Where to find information on these sites

You can access maps of these sites on Natural England's website:

www.natureonthemap.org.uk/map.aspx

Natural England's Enquiry Service

For general enquiries

0845 600 3078 [Email: enquiries@naturalengland.org.uk](mailto:enquiries@naturalengland.org.uk)

Search for Protected sites in Wales on the Countryside Council for Wales website: www.ccw.gov.uk/protected_sites/

Countryside Council for Wales
Maes-y-Ffynnon,
Penrhosgarnedd,
Bangor,
Gwynedd
LL57 2DW

For all general enquiries

Tel: 0845 1306229

[Email: enquiries@ccw.gov.uk](mailto:enquiries@ccw.gov.uk)

For Areas of Outstanding Natural Beauty see www.aonb.org.uk/ or contact the Local Authority.

Consultation on sensitive sites

We will normally consult with Natural England or the Countryside Council for Wales on any notification where the storage or spreading locations are identified as in or within 500 m of an environmentally sensitive site. We may also undertake consultation if we consider that a European Site further away could be impacted because of a hydraulic connection to an emission and there is some relevant hazard

6.3 Continuation sheets

If you have used continuation sheets for any of your answers, you should tell us how many sheets you are enclosing. Please make sure that you label each sheet clearly with

- the question number it applies to and
- the number of the sheet

Section D – Declaration

Part F

1. Payment

Select the method you will be using to pay for your application:

Cheques and postal orders: These should be made payable to Environment Agency or Environment Agency Wales as appropriate and crossed 'A/c Payee'. Send it to us with your completed application form and any relevant supporting documents.

Post-dated cheques will not be accepted.

Cash: You are advised not to send cash through the post. If this is unavoidable, please use a recorded delivery postal service and enclose your application reference details.

Payment by credit or debit card: We can accept payments by Visa, MasterCard or Maestro cards only. Please complete the required details in the separate form CC1.

Payment by electronic transfer: Make sure you use the right payment information, depending on whether your application is being made in England or Wales.

Failure to quote your reference number or to forward to us your payment details, including applicant name, payment amount and full payment reference number, may result in a delay in processing your payment and therefore your application.

2. Data Protection Notice

Make sure you understand how we will use the information you provide to us.

3. Confidentiality and national security

If you think any of the information in your application and supporting documents is confidential, tick the box and provide supporting evidence to enable us to determine your claim. If you think any of the information in your application and supporting documents is damaging to national security, tick the box and provide supporting evidence to enable us to determine your claim.

4. Declaration

When you have completed your notification form you will be asked to tick a declaration confirming the accuracy of the information you have provided both in the form and in the supporting documentation. We cannot progress an application unless the box is ticked. Please ensure that you have read the information contained in the Data protection notice in the form before you tick the declaration and submit or post your application.

5. How to contact us

If you need help filling in the form, please contact the person who sent it to you or contact us as shown below.

6. Where to send the form

Completed application forms and supporting information should be sent to:

Environment Agency
Permitting Support Centre (PSC)
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

If you need help filling in this form, please contact the person who sent you it or contact us as shown below.

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 08702 422 549 (Monday to Friday, 8am to 6pm)

E-mail: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

Appendix 1

Paragraph 10 Exemption : Waste Storage or Treatment at Water and Sewage Treatment Works.

Pollution Risk Assessment

Please Note:

You must answer the questions below which address pollution risks. If this information is not submitted, we will not be able to process your notification and it is likely to be rejected.

Please refer to Section C2 of the guidance under Pollution Risk Assessment for more advice on how to answer these questions and the sort of information we will be looking for.

| | | |
|---|------------|-----------|
| i) Describe how you will store the waste securely. | | |
| | | |
| ii) Please give details of the pollution containment systems on the site in the areas where the waste is to be stored and treated. | | |
| | | |
| iii) Please describe how you intend to treat and recover the waste. | | |
| | | |
| iv) Specify how you will control potential nuisance from the treatment, movement or storage of the waste. | | |
| | | |
| v) State whether the land is within a 1 km radius of an environmentally sensitive site | YES | NO |
| | | |
| If yes – please give the name of the site and reasons why it is sensitive | | |
| | | |