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Mark Redmond
Wasteology Limited
Greenham Quarry
Greenham
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TA21 0JU

28th November 2019

Our Ref: PSOL1911WAS_02

Dear Mark,

RE: PROPOSAL FOR ENVIRONMENTAL PERMITTING SUPPORT SERVICES – WASTEOLGY PERMIT VARIATION

Further to our recent discussions, it is our pleasure to provide you with this scope of works for a variation to your existing Environmental Permit EPR/UP3990FT.

This proposal provides an outline of all costs associated with the preparation and submission of a '*duly made*' permit variation application.

1. Introduction

This proposal provides an outline budget fee for all aspects of the project and allows for the provision of all the necessary services to deliver a compliant Environmental Permit Variation Application to the Environment Agency that meets the requirements of the Environmental Permitting Regulations 2018.

It is understood that the existing permit may need to be varied in the future, but at present there are no detailed plans.

The current site activities are permitted as a Waste Operation under the Environmental Permitting Regulations 2018. It is understood that the fundamental site activities will not change, and it is assumed at this stage that the sites daily capacity to treat wastes will not increase. As such the Part A(1) threshold for treatment of non-hazardous wastes for recovery (> 75 tonnes per day) will not be met and the site will continue to be operated as a '*Waste Operation*' rather than an '*Installation*' under Schedule 1 of the Environmental Permitting Regulations. The permit variation will therefore be classed as '*Normal*' Permit Variation.

Should the daily treatment capacity be increased above this threshold then the site will require permitting as an '*Installation*' and additional assessments, including a Site Condition Report will be required. This will be costed separately should this be case.

2. Specific Scope and Deliverables

It is understood that the updated Environmental Management System to account for the varied activities will be undertaken under a separate fee proposal and as such has not been included within this quotation.

The site-specific elements and deliverables of this project are as follows:

1. *EA Application Forms:* Completion of all standard EA application forms including Forms A, C2, C4 and F1.
2. *Pre-Submission Liaison with Regulatory Stakeholders:* Pre-application advice will be sought from the National Permitting Team with close input from the local regulatory team of the Environment Agency. Depending on whether the EA considers this advice 'basic' or not, these discussions will either be free or charged at a fee of £100 per hour + VAT.
3. *General Project Management, Site & Technical Meetings:* There may be a requirement to hold a number of site meetings prior to submission to review the site and application documents.
4. *Environmental Risk Assessments:* An Environmental Risk Assessment will be produced in accordance with the Environment Agency guidance which identifies and considers all potential environmental risks for the site.
5. *Completion of Permit Supporting Documentation:* This document is a detailed submission which provides specific technical details about the proposed variation and demonstrates how all mandatory requirements of the sector guidance notes will be met. It will describe the main emissions and residues, how they arise, are controlled and how they are released.
6. *Fire Prevention Plan:* This is a site-specific document that will be written in accordance to the newly revised EA Guidance note 'Fire Prevention Plans'. The document will form a key 'working' document for the site and will dictate how materials are stored, handled and processed at the facility.
7. *Odour Management Plan:* It is assumed that the site has an existing Odour Management Plan in place. This will again require review and update. Should there be no existing OMP in place at the site it is anticipated that the EA will require one as a result of the increase in tonnage. This document will be written in accordance with EA Guidance Note H4 and outline all control measures employed to the site to prevent odour nuisance at nearby receptors.

3. Fee Proposal

Our budget Fees for this works are summarised below:

Table 1A – Fee Proposal – Permit requirements		
Task	Description	Budget Cost
Site Specific Components		
1. Completion of EA application documentation	Forms A, C2, C3 and F1	£300
2. Pre-submission Liaison with Regulatory Stakeholders	Preparation and attendance of pre-application advice submissions to the EA	£1,240
3. Project Management and communications	Site meetings, client liaison and communications, technical reviews and meetings at site	£1,500
4. Environmental Risk Assessment	Environmental Risk Assessment in accordance with EA Guidance	£800
5. Completion of all Permit Supporting documents and descriptions	Production of all supporting documentation	£2,000
6. Fire Prevention Plan	Production of FPP document to FPP Guidance requirements	£1,260
7. Odour Management Plan	Production of standalone plan to H4 requirements to satisfy planning and permitting	£1,260
TOTALS		£7,226

The above fees exclude VAT and expenses, which will be charged at the prevailing rate and in accordance with our standard terms and conditions.

This proposal provides all necessary work to make a 'Duly Made' application to the Environment Agency. Should the Environment Agency request any further works post the 'Duly Made' stage, Sol Environment will advise on the necessary scope and costs as required.

The above proposal does not include the Application Fee charges payable to the Environment Agency associated with making this application.

Additional site meetings beyond those assumed to deliver the above scope will be charged at our standard daily rates assuming £300 per half day / £600 per full day, per person, plus disbursements.

It must be noted that this proposal assumes no increase in daily treatment capacity. Should this not be the case and the varied site be required to be permitted as an Installation, this will constitute a 'Substantial' Permit Variation and additional assessments will be required.

4. Timescales

Upon commissioning we would be able to commence this work week commencing immediately, once all requested information is received, we envisage that the work should be completed within 6 working weeks from initial commission submission to the EA.

Once submitted to the Environment Agency and the permit application '*Duly Made*' the permit should be processed within a 4 – 6 month working timescale.

Typically, the Environment Agency will take approximately 4 weeks to '*Duly Make*' a permit application once it has been received, though it must be noted that we are experiencing significant delays at present due to EA workload.

We have attached our standard terms and conditions along with an '*Authority to Proceed*' form as an annex to this proposal.

We hope that the above proposal meets with your requirements. Should you require any further information or wish to discuss any aspect of this proposal please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'S. Butler', with a long horizontal flourish extending to the right.

Steve Butler