

**Waste Management Licensing Regulations 2011**

**("the Regulations")**

**Paragraph 45 - Form to register or renew an exemption**

**(Storage and Recovery of Scrap Metal and/or Dismantling of Depolluted Vehicles)**

**PLEASE RETURN THIS FORM TO SEPA**

**(details at end of form)**

Detailed information on the limitations of this exemption is included on the last page of this document. Please refer to the legislation for details of the exemption and your obligations. Other forms to give notice of separate exemptions under different paragraphs may be obtained from our website [www.sepa.org.uk](http://www.sepa.org.uk) or from your nearest SEPA office.

Following receipt of this form, SEPA will carry out an inspection of the proposed exempt site and either:

1. enter the particulars of the exempt activity on the register and confirm this in writing to you; OR
2. notify you that registration is refused giving reasons for that decision.

**The Data Protection Act 1998**

“The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your registration, to monitor compliance with the legislation, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

* offering/providing you with our literature/services relating to environmental affairs
* consulting with the public, public bodies and other organisations (eg Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) on environmental issues
* carrying out statistical analysis, research and development on environmental issues
* providing public register information to enquirers
* investigating possible breaches of environmental law and taking any resulting action
* preventing breaches of environmental law
* assessing customer service satisfaction and improving our service.

We may pass it on to our agents/representatives to do these things on our behalf.

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice**

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| For Office Use Only | | | |
| Reference No. |  | C & B Team: |  |
| First Notice: | Yes/No | Previous Reference No. |  |
| Date Received: |  | Date of Expiry: |  |
| Date Entered onto Register: |  | Entered within 21 days: | Yes/No |

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| **1. Contact Details of the Establishment or Undertaking i.e. the sole trader, company, partnership, authority, society, trust, club, charity or other organisation that will carry on the exempt activity (Print All)** | | | |
| Name & Designation |  | | |
| Organisation |  | | |
| Address |  | | |
| Registered Office Address |  | | |
| Postcode |  | E-mail |  |
| Tel No. |  | Fax No. |  |

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| **2. What do you wish to notify?** | | |
| (i) Tick one only  If you are renewing a registration complete the relevant section of this form where minor changes exist. Where major changes exist, it should be registered as a new activity. | a) You wish to notify the exempt activity for registration for the first time. |  |
| b) You wish to renew a registration for a currently registered exempt activity. |  |
| c) You wish to notify an exempt activity that was previously registered but isn’t currently registered. |  |
| If b) give exemption reference number (e.g. WMX/E/12345 or WML/XC/12345); if c) give exemption reference number and state reason why it isn’t currently registered. | |

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| **3. The location of the exempt activity** | |
| (i) Address of location of activity |  |
| (ii) Give an 8 figure grid reference of a key point of the treatment area, e.g. NS 7808 9469 |  |
| (iii) Is the activity within a designated area (e.g. SSSI, NVZ etc)? If yes state designation(s) and explain how the designated area will be protected from any potential harm caused by the proposed activity in a separate document. |  |
| (iv) Is the location secure? | Y/N |
| (v) Will the activity be carried on with a view to the recovery of the waste? | Y/N |
| (vi) Is every part of the place where the exempt activity is to be carried on surfaced with an impermeable pavement with a sealed drainage system? | Y/N |

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| **4. Waste Types and Activities – please refer to Regulatory Position Statement Para 45 Exempt Activity: Clarification of Acceptable Wastes (WST-PS-041)** | |
| (i) List all proposed waste streams in the table below | |
| **Description of Waste**  Describe each waste type in turn - use other sheet if required | **Total quantity it is possible to store on site** |
| Ferrous metals or ferrous alloys in metallic non-dispersible form (but not turnings, shavings or chippings of those metals or alloys) | tonnes |
| The following non-ferrous metals or non-ferrous alloys, namely copper, aluminium, nickel, lead, tin, tungsten, cobalt, molybdenum, vanadium, chromium, titanium, zirconium, manganese or zinc or non-ferrous alloys in metallic non-dispersible form, of any of those metals (but not turnings, shavings or chippings of those metals or alloys) | tonnes |
| Turnings, shavings or chippings of any of the metals or alloys listed in either of the above categories | tonnes |
| Depolluted waste motor vehicles or depolluted offshore oil and gas equipment | vehicles |
| Lead acid batteries (including those whose contents are special waste) not forming part of, nor contained in, a motor vehicle or equipment arising from offshore oil and gas activity. | tonnes |
| **Total** |  |
| (ii) Please detail the activities that will be carried out: | |
| Sorting | Y/N |
| Grading | Y/N |
| Baling | Y/N |
| Shearing by manual feed | Y/N |
| Compacting | Y/N |
| Crushing | Y/N |
| Cutting by hand-held equipment | Y/N |
| Dismantling | Y/N |
| Rebuilding, restoring or reconditioning | Y/N |

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| **5. This notice shall be accompanied by the following documents**  Please tick all boxes where the relevant documents have been included. | |
| **For Initial notification - the following documents are required** | |
| (a) A plan of each place at which the exempt activity will be carried on showing:   1. the boundaries of that place; 2. the locations within that place at which the exempt activity is to be carried on; 3. the location and specifications of any impermeable pavements or drainage systems as described in Paragraph 45 of Schedule 1 to the Regulation within the boundary; and 4. the location of any secure containers for waste which is liquid or consists of motor vehicle batteries within the boundary |  |
| (b) If the activity is to be carried on within or adjacent to a designated area (e.g. SSSI), explain how that designated area is to be protected from any potential harm caused by the proposed activity within a separate document. |  |
| (c) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) |  |
| **Following registration – the following is required on an annual basis (renewals)** | |
| (a) An up to date plan of each place at which the exempt activity will be carried on showing:   1. the boundaries of that place; 2. the locations within that place at which the exempt activity is to be carried on; 3. the location and specifications of any impermeable pavements or drainage systems as described in Paragraph 45 of Schedule 1 to the Regulation within the boundary; and 4. the location of any secure containers for waste which is liquid or consists of motor vehicle batteries within the boundary |  |
| (b) Details of the total quantity of each type of waste recovered at that place during the preceding 12 months (please complete attached form: Annual Return Form for Exempt Activities) |  |
| (c) The prescribed charge (cheques made payable to “Scottish Environment Protection Agency”) |  |

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| **6. Declaration** | | | |
| Important Please Note: It is an offence for a person to make a statement which he/she knows to be false or misleading in a material particular, or to recklessly make a statement which is false or misleading in a material particular. | | | |
| **Declaration of Notice / Renewal of Notice**  **(The declaration must be signed by applicants or their agents)** | | | |
| I/we certify that, to the best of my/our knowledge, the information provided in this form and any associated documents are correct. | | | |
| Name  (PRINTED) |  | Date |  |
| Company Name |  |  |  |

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| **Payment Method:** | | | | |
| BACS  Proof of payment must be submitted. | Sort Code | 83 34 00 | | |
| A/C number | 00137187 | | |
| A/C Name | SEPA | | |
| Proof of payment submitted: | Yes | | No |
| Proof of payment reference: |  | | |
| Online Card Payment  Payment is accepted online at  <https://webpayments.sepa.org.uk/>  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No | |
| Proof of payment reference: |  | | |
| Cheque | Payable to SEPA and submitted with your application | | | |

**Please return this form:**

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| **By email:**  [registry@sepa.org.uk](mailto:registry@sepa.org.uk) | **Angus Smith Building**  6 Parklands Avenue  Eurocentral  Holytown,  North Lanarkshire  ML1 4WQ  Tel: 01698 839000 | **For any queries, please contact:**  [wastepermitting@sepa.org.uk](mailto:wastepermitting@sepa.org.uk) |

**Additional Notes:**

The exemption only applies to:

**Scrap Metal Recovery Activities**

Paragraphs 45(1)(a)–(d) and 45(2)(a)–(h) of Schedule 1 to the Regulations permit the types of waste listed in Table 16 to be recovered in the ways described in the same table, at premises designed to accommodate those types of operation. The applicant must have the facility to control unauthorised access and prevent the escape of any wastes and the premises’ working surfaces must be of a construction that will capture and contain spillages. Recovery plant must be kept in good working order.

Maximum limits on the volumes of each waste that can be recovered each seven days at the premises are set according to the type of waste and must not be exceeded.

You will not qualify for the Paragraph 45 exemption unless you can also comply with Paragraph 45(3) of Schedule 1 to the Regulations as well as the other applicable obligations contained in the Regulations, in particular in Regulation 17. Please refer to the Regulations for more detail.

**Checking Procedures**

Paragraph 45(3)(a) and (b) provide further limitations on the application of Paragraphs 45(1) and (2); if they are not complied with the exemption will not apply. These limitations include a requirement that the person responsible for the management of the premises (”the site manager”) has a verifiable system of management checking procedures that take into account all the conditions of the exemption which must be adhered to and safeguards against the possibility of failure. The site manager must audit the procedure and its findings each month. Please refer to the Regulations for detail on this and other applicable requirements on you.

**Notice of Annual Renewal**

This exemption also requires annual renewal. To renew the exemption you must pay a charge, submit a plan and provide records of the types and volumes of waste recovered during the previous year. The plan must show the area of land covered by the notification, the site boundary and the location of the above activities within that boundary. You should also indicate the areas of impermeable pavements and the drainage system and the location of battery and fluid containers.

Regulation 24 of the Regulations requires that we provide you with notice of the actual date of renewal at least one month in advance of the due date. We will also inform you of the cost of renewal and describe to you the ways in which you can pay. We will also inform you of the consequences of not renewing your registration. Please refer to the legislation for detail on this and other applicable obligations.

**Storage of Non-Scrap Metal Waste**

Paragraph 45(5) permits certain types of waste which are not scrap metal but which were received at the scrap metal processing premises as part of a consignment of permitted waste, to be stored there securely pending its collection for up to three months. This is subject to various conditions and limitations. These include that by weight, the non-scrap waste must have formed part of a consignment of waste of which at least 70% was depolluted motor vehicles or at least 95% of any other waste listed in Table 17, and is capable of being separated from that waste by sorting or hand-dismantling. It must also be stored on an impermeable surface which can capture and contain spillages. All liquids must be stored in containers. Please refer to the legislation for detail on this and other applicable obligations on you.

SEPA has a legal role to ensure the protection of designated areas (including Site of Special Scientific Interest (SSSI), Special Area of Conservation (SAC), Special Protection Area (SPA)). Applications for any activity near or within a designated area are also required to state how it may impact on the designated area - in this case, SEPA's principal concerns would usually be the control of fire and waste. Please refer to the legislation for detail on these for this and other applicable obligations.