

**This form will report compliance with your permit as determined by an Environment Agency officer**

Site	A J Spares			Permit Ref	104608		
Operator/ Permit holder	Cobb Andrew						
Date	28/05/2013			Time in	14:00	Out	14:30
What parts of the permit were assessed	1.1; 2.1; 2.2						
Assessment	Site Inspection	EPR Activity:	Installation	Waste Op	X	Water Discharge	
Recipient's name/position	Andrew Cobb						
Officer's name	Jessica Brown			Date issued		03/06/2013	

**Section 1 - Compliance Assessment Summary**

This is based on the requirements of the permit under the Environmental Permitting Regulations. A detailed explanation and any action you may need to take are given in the "Detailed Assessment of Compliance" (section 3). This summary details where we believe any non-compliance with the permit has occurred, the relevant condition and how the non-compliance has been categorised using our [Compliance Classification Scheme](#) (CCS). CCS scores can be consolidated or suspended, where appropriate, to reflect the impact of some non-compliances more accurately. For more details of our CCS scheme, contact your [local office](#).

**Permit Conditions and Compliance Summary****Condition(s) breached**

<b>a) Permitted activities</b>	1. Specified by permit	<b>A</b>	
<b>b) Infrastructure</b>	1. Engineering for prevention & control of pollution	N	
	2. Closure & decommissioning	N	
	3. Site drainage engineering (clean & foul)	N	
	4. Containment of stored materials	N	
	5. Plant and equipment	N	
<b>c) General management</b>	1. Staff competency/ training	<b>A</b>	
	2. Management system & operating procedures	<b>A</b>	
	3. Materials acceptance	<b>A</b>	
	4. Storage handling, labelling, segregation	<b>A</b>	
<b>d) Incident management</b>	1. Site security	N	
	2. Accident, emergency & incident planning	N	
<b>e) Emissions</b>	1. Air	N	
	2. Land & Groundwater	N	
	3. Surface water	N	
	4. Sewer	N	
	5. Waste	N	
<b>f) Amenity</b>	1. Odour	N	
	2. Noise	N	
	3. Dust/fibres/particulates	N	
	4. Pests, birds & scavengers	N	
	5. Deposits on road	N	
<b>g) Monitoring and records, maintenance and reporting</b>	1. Monitoring of emissions & environment	N	
	2. Records of activity, site diary, journal & events	N	
	3. Maintenance records	N	
	4. Reporting & notification	N	
<b>h) Resource efficiency</b>	1. Efficient use of raw materials	N	
	2. Energy	N	

**KEY: C1, C2, C3, C4 = CCS breach category ( \* suspended scores are marked with an asterisk), A = Assessed (no evidence of non-compliance), N = Not assessed, NA = Not Applicable**

**Number of breaches recorded**

0

**Total compliance score**  
(see section 5 for scoring scheme)

0

**If the Total No Breaches is greater than zero, then please see Section 3 for details of our proposed enforcement response**

## Section 2 – Compliance Assessment Report Detail

This section contains a report of our findings and will usually include information on:

- the part(s) of the permit that were assessed (e.g. maintenance, training, combustion plant, etc)
- where the type of assessment was 'Data Review' details of the report/results triggering the assessment
- any non-compliances identified
- any non-compliances with directly applicable legislation
- details of any multiple non-compliances
- information on the compliance score accrued inc. details of suspended or consolidated scores.
- details of advice given
- any other areas of concern
- all actions requested
- any examples of good practice.
- a reference to photos taken

This report should be clear, comprehensive, unambiguous and completed within 14 days of an assessment.

### A1 - Specified activities

There was no de-pollution or dismantling activities taking place at the time of the visit. The storage area of the yard had been re-arranged to some extent, and the volume of vehicles appeared to be less than on the previous visits.

### C2 - Management Systems and Operating Techniques

You are aware that condition 1.1.1 of your Environmental Permit requires you to have a written environmental management system document that is specific to your site and operations. Although you have submitted an EMS, it is lacking in some areas as highlighted in the audit report provided by Kimberley on the 01/02/2013. You still need to address these points. To aid you in adapting or re-writing your EMS, you may wish to use one of the EMS toolkits that the Environment Agency has produced for small businesses. I have included a copy of the template with this report form. An electronic copy can be downloaded from our website:

<http://www.environment-agency.gov.uk/business/144678.aspx>

Please submit your completed EMS to me at the address below.

### C1 - Staff competency/Training

We discussed the requirements for your technical competency award. To confirm, your EPOC certificate gives you a year from when your permit was issued to achieve the full WAMITAB qualification - i.e. before the 13th November 2013. You have a choice between two awards. Either 6 specified technical units of the NVQ (now known as QCF's) or a specially developed VRQ (Vocationally Related Qualification) 'Certificate in Wastes and Resource Management'. The VRQ is a classroom based taught course, each unit has a scenario based written assessment. A work based assignment will also need to be completed in order to obtain the award. I advise you to start looking at this now.

### Subsistence Fees

I have checked with our finance department. There are currently two outstanding invoices.

- **8th February 2013 – ref. Y01132005 for £289.42** - this is a 'pro-rata' invoice for subsistence fees from the date your permit was issued in November 2012 to the 31st April 2013.
- **1st April 2013 – ref. Y01139197 for £760.00** - this is your subsistence fees for the financial year April 2013 to March 2014.

The £1,590 you paid last year was the application fee for your permit and is separate to the annual subsistence fees you are also required to pay.

If you need to discuss payment of these fees please contact our Finance Service Centre on 0845 607 0330.

If you have any questions, please contact me on the details below.



Jessica Brown

Environment Officer  
Barnsley, Doncaster & Rotherham EPR Waste Team  
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Email: [jessica.brown@environment-agency.gov.uk](mailto:jessica.brown@environment-agency.gov.uk)  
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**Section 3- Enforcement Response****Only one of the boxes below should be ticked**

You must take immediate action to rectify any non-compliance and prevent repetition. Non-compliance with your permit conditions constitutes an offence and can result in criminal prosecutions and/or suspension or revocation of a permit. Please read the detailed assessment in Section 2 and the steps you need to take in Section 4 below.

Other than the provision of advice and guidance, at present we do not intend to take further enforcement action in respect of the non-compliance identified above. This does not preclude us from taking enforcement action if further relevant information comes to light or advice isn't followed.

In respect of the above non-compliance you have been issued with a warning. At present we do not intend to take further enforcement action. This does not preclude us from taking additional enforcement action if further relevant information comes to light or offences continue.

We will now consider what enforcement action is appropriate and notify you, referencing this form.

**Section 4- Action(s)**

Where non-compliance has been detected and an enforcement response has been selected above, this section summarises the steps you need to take to return to compliance and also provides timescales for this to be done.

Criteria Ref.	CCS Category	Action Required/Advised	Due Date
See Section 1 above			

## Section 5 - Compliance notes for the Operator

To ensure you correct actual or potential non-compliance we may

- advise on corrective actions verbally or in writing
- require you to take specific actions in writing
- issue a notice
- require you to review your procedures or management system
- change some of the conditions of your permit
- decide to undertake a full review of your permit

Any breach of a permit condition is an offence and we may take legal action against you.

● We will normally provide advice and guidance to assist you to come back into compliance either after an offence is committed or where we consider that an offence is likely to be committed. This is without prejudice to any other enforcement response that we consider may be required.

● Enforcement action can include the issue of a formal caution, prosecution, the service of a notice and or suspension or revocation of the permit.

**See our Enforcement and Civil Sanctions guidance for further information**

This report does not relieve the site operator of the responsibility to

- ensure you comply with the conditions of the permit at all times and prevent pollution of the environment
- ensure you comply with other legislative provisions which may apply.

### Non-compliance scores and categories

CCS category	Description	Score
C1	A non-compliance which could have a <b>major</b> environmental effect	60
C2	A non-compliance which could have a <b>significant</b> environmental effect	31
C3	A non-compliance which could have a <b>minor</b> environmental effect	4
C4	A non-compliance which has <b>no</b> potential environmental effect	0.1

**Operational Risk Appraisal (Opra)** - Compliance assessment findings may affect your Opra score and/or your charges. This score influences the resource we use to assess permit compliance.

## Section 6 – General Information

### Data protection notice

The information on this form will be processed by the Environment Agency to fulfill its regulatory and monitoring functions and to maintain the relevant public register(s). The Environment Agency may also use and/or disclose it in connection with:

- offering/providing you with its literature/services relating to environmental matters
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, local authorities) 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 its service
- Freedom of Information Act/Environmental Information Regulations request.

The Environment Agency may pass it on to its agents/representatives to do these things on its behalf. You should ensure that any persons named on this form are informed of the contents of this data protection notice.

### Disclosure of information

The Environment Agency will provide a copy of this report to the public register(s). However, if you consider that any information contained in this report should not be released to the public register(s) on the grounds of commercial confidentiality, you must write to your local area office within twenty working days of receipt of this form indicating which information it concerns and why it should not be released, giving your reasons in full.

### Customer charter

#### What can I do if I disagree with this compliance assessment report?

If you are unable to resolve the issue with your site officer, you should firstly discuss the matter with the officer's line managers. If you wish to raise your dispute further through our official Complaints and Commendations procedure, phone our general enquiry number 03708 506 506 (Mon to Fri 08.00–18.00) and ask for the Customer Contact team or send an email to [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk). If you are still dissatisfied, you can make a complaint to the Ombudsman. For advice on how to complain to the [Parliamentary and Health Service Ombudsman](#) phone their helpline on 0345 015 4033.