

A1 Application Area

Please see site plan

A1.1 Site Activities

The site will carry out the storage and processing of recycled metals including:

- receiving of scrap metal, cooling appliances, WEEE and lead acid batteries
- sorting and grading of metal types
- cutting, baling and shearing of materials
- depollution of vehicles, ICE and electric
- sale of car parts
- lead acid battery acceptance
- loading of non-hazardous and hazardous materials for further processing via road and sea

A2 Waste Types and Quantities

Please refer to Appendix

A3 Hours of operation

Monday to Friday – 06.00-17.00

Saturday – Closed

Sunday and Bank Holidays - Maintenance works only

Receipt of scrap material

07:00 – 16:45

Closed

Closed.

A4 Commencement of activities

Operations to commence 10th February 2025

A5 Manning and management

James Hunt is responsible for the day-to-day operations on site. Benjamin Prevel and Caelan Hunt also assist in the operations when James Hunt is not on site.

The site will be staffed by approximately 6 operatives.

All employees will receive the training to include but not limited to – induction, safe working procedures, mobile and fixed plant training, fire, environmental procedures/awareness, use of various plant and equipment, weighbridge and general office etc. There will be a trained first aider on site.

A7 Emergency Procedures

An Emergency Plan will be implemented at the site and an emergency drill will be conducted at the site at least once every twelve months. The plan includes fire, major spillage, pollution incidents, receipt of highly dangerous waste (e.g. asbestos, munitions) etc. The depot director and key staff will make themselves familiar with the document and this document will be placed in a prominent place (notice board etc.)

Absorbent materials are maintained on site and its location made known to all operatives. Any contaminated spill dry equipment will be disposed of at a suitably licensed facility. Any minor spillage will be cleaned up utilising absorbent materials maintained on site.

Where a potentially polluting spillage has occurred, immediate action will be taken to prevent the spillage entering surface water drains, watercourses or contaminating any unsurfaced ground. The spillage shall be cleaned up immediately using absorbent materials and placed in sealed containers.

The exit point will also be fitted with a penstock valve so the water discharge can be shut off in the event of an emergency. Any potentially polluting incident will be recorded in the site action log

and notified to the relevant authorities.

Suitable fire hydrants will be constructed around the site boundary for use by Hunt Bros Ltd in event of fire. With close liaison with the local Fire Brigade, training will be carried out to ensure safe and efficient tackling of fires by site operatives. There is a second access gate located centrally at the front of the site for fire and emergency access.

Action in event of a fire

In the event of a fire, immediate action will be taken. If it is safe to do so, trained personnel on site will attempt to extinguish the fire.

If staff on site are unable to extinguish the fire, the affected areas shall be evacuated, and the following actions will be undertaken:

In the event of a fire that can not be extinguished safely with on-site equipment, the Fire Brigade will be contacted by dialling 999.

The HBL responsible person will evacuate all staff and visitors from potentially hazardous areas and direct them to the nominated fire assembly point and ensure all relevant personnel are present. The relevant GoJ personnel will also be informed.

The staff will be informed for the purposes of directing emergency service vehicles.

The penstock valve will be closed as required.

Where required appropriate contractors will be instructed to deal with fire water and other linked residues.

All fire incidents are recorded in the site action log and subject to an internal investigation.

A8 Maximum quantities and duration of waste storage

It is the aim of the company to turnover materials on a regular basis and comply with all required limits for quantities received and duration of materials stored. It is estimated that the site could potentially store 3,500 tonnes at any one time.

B1 Site access

Site access is as per site plan

Staff and customer parking is located as per site plan

All persons entering the site will be directed to the main Site Office as a control point before entering the site. Vehicles will be instructed to stop on the weighbridge and communicate with the office prior to entering the site.

B2 Site Security

The site will be secured by a combination of hoarding and fencing which will prevent access on all perimeters. The offices will be located at the site entrance. All entrance gates to the site will remain locked outside of operating hours.

The site is covered by CCTV.

The site will be kept closed and secure at all times when unattended. The security measures detailed will be inspected at commencement of each working day. Any defects shall be made secure by temporary repair by the end of that working day and shall be fully repaired within a reasonable timescale.

All defects, damage and repairs to site security will be recorded in the site action log or the sites maintenance logs. The site will also employ additional security methods such as CCTV.

The site will be provided with adequate lighting which will be utilised during times of poor visibility arising either due to adverse weather or seasonal changes in daylight hours.

The lighting will be inspected on a regular basis. Any defects shall be fully repaired within seven working days of the damage being identified.

B3 Wheel cleaning/control of mud and debris

Mud and other debris are unlikely to be generated due to the hard surfaces on site, and access from a tarmacked road. Any mud/debris found on site will be swept up straight away using attachments to plant, and brushes and other appropriate devices.

The access road to the site will be visually inspected on a daily basis and additionally during inclement weather. In the event that mud or debris is observed which is likely to have arisen from the site, action will be taken as soon as possible to resolve this issue. The site will use internal methods or an appropriate external contractor to remove mud and debris. Any abnormal event outside of day to day operations will be recorded in the site diary.

B4 Notice boards and signs

Signage with all relevant information will be displayed as appropriate and in good view of all parties. It will contain:

- Site Name and Address
- Waste Management Licence Holder Details
- Operators Details
- Emergency Out of Hours Contact Numbers
- Opening Times
- Waste Management Licence No.
- Dept of Environment Emergency Contact Numbers

B5 Internal roads

All storage and treatment of scrap metal including end of life vehicles prior to processing shall be undertaken on an impervious surface.

Refer to site plan for details

The impervious surfaces will be maintained to prevent fluids running off to un-surfaced areas and to prevent the transmission of fluids through the pavement or its construction joints.

Surface water run off (rainwater) from areas of impermeable pavement shall be serviced by drains which will drain into a full retention interceptor (equipped with penstock valve) discharging to soakaway under suitable consent / permission

B6 Fuel tanks and bunding

Potentially contaminating liquids, such as fuels and oils shall be stored on site in appropriately engineered containers and bunds designed to a minimum 110% holding capacity for a single tank. Where two or more tanks are held within one secondary containment system or bund, the bund will hold at least 110% of the biggest tank's maximum storage capacity or 25% of the total maximum storage capacity of all the tanks, whichever is the greatest. All bunds will be constructed of materials impermeable to water and oil. All draw-off pipes and fill pipes that pass through the containment system sealed adequately. Engineered catch systems will be employed in areas where fluid spills may potentially occur.

B7 Weighing and measuring of loads

Ferrous metals and non-ferrous metals will be weighed into site via the main scales.

The scales will be annually tested and calibrated with regular servicing carried out as per manufacturers guidance. Procedures for use are available.

B8 Secure compound/quarantine area

In the event that non-conforming materials are detected after initial inspections, these will be segregated on discovery and quarantined in an appropriate area. An assessment will be made of the properties of the waste, and if necessary, specialist advice obtained regarding handling and disposal.

B9 Hard standing/parking

All site areas are constructed of an impervious surface. There is internal parking for customers and staff as per site plan.

B11 Drainage

Tanks and bunds are inspected monthly to ensure their continued integrity. Any defects observed will be made temporarily secure by the end of the working day with permanent repairs being instigated within a reasonable timescale. Inspections, defects, damage and repairs will be recorded in the site action log or the site environmental file where appropriate.

Any run off from impervious surfaces pass through a full retention interceptor located at the front of the site and will be discharged to soakaway under licence. A penstock will be fitted in order to close exit flows from the site in event of fire on site. A sampling point will also be constructed to ensure regular water sampling as may be required by the discharge licence.

Hunt Bros will apply and hold the discharge permit and will be responsible for the cleaning, maintenance and servicing of the drainage system. The interceptor will be cleaned every month, or as required.

All gulleys, catch pits and drains will be checked weekly, as will the oil levels in the interceptor.

All operational mobile plant and fixed equipment will be maintained and inspected by a competent person and records of inspections and maintenance schedules shall be retained on site.

All inspections, defects, damage, maintenance and repairs will be recorded in the appropriate site files or the site action log.

The HBL responsible person will undertake regular checks of the sites surfaces to ensure that they are maintained in good condition and repairs across the site are anticipated and planned for.

B12 Plant design, construction, operation and maintenance

The site will consist of the following elements:

- Office and welfare facilities
- Customer and employee parking
- Non ferrous/ ferrous customer weighing scale x 2
- Bonfiglioli Baler
- Bonfiglioli Shear
- End of life vehicle equipment.
- Surface mounted weighbridge
- Customer drop off area for ferrous/non ferrous materials
- Fuel and oil storage areas
- Battery storage area
- Use of existing building for some of the above processes
- Storage for car spares and site consumables

Mobile plant

- 3ton FLT
- JCB 35D FLT
- Liebherr T-55 Telehandler
- Liebherr LH22 & LH30 Wheeled Excavator
- Doosan 6t Tracked Excavator

Fixed Plant

- 2 x small shears
- Cable Granulation plant
- Wheel Punch
- Non Ferrous Baler
- Cable stripping machine
- Bonfiglioli Baler
- Bonfiglioli Shear

See attached site plans

B13 Bays and bins

Batteries will be kept in designated sealed plastic containers under cover.

B14 Site office

- Site Office and reception area
- Office areas
- Welfare room
- Changing/drying room
- Toilet facilities

D1 Checking loads: reception

Vehicles arriving at the site enter the main gates and drive onto the weighbridge. At this point, the load is checked visually for its suitability for processing at the site. In the event that unacceptable wastes are discovered at this point, the vehicle shall be quarantined and / or rejected from site.

Ferrous metals and non-ferrous metals will be weighed into site via the scales inside the building. Should unacceptable materials be observed at this point, contrary items are returned to the vehicle and rejected from site if deemed safe to do so by the depot manager. The vehicle driver and /or customer are notified of the reasons for the rejection.

For larger loads, the vehicle will be directed to a suitable area to discharge its load. The tipping areas may vary depending upon various factors such as stocking levels, material type and processing that will be required.

Once the load is tipped, the materials are again inspected by the plant operator to determine whether they are acceptable. Should unacceptable materials be observed at this point, contrary items are returned to the vehicle and rejected from site if deemed safe to do so by the depot manager. The vehicle driver and /or customer are notified of the reasons for the rejection.

Once a load has been tipped, inspected and deemed as acceptable, the vehicle will be cleared to exit the yard after being issued with a ticket.

GoJ will be informed of any loads quarantined on site or rejected from site that pose a significant risk of pollution of the environment or risk to human health outside of the site boundary.

D2 Recording loads

All incoming scrap materials and outgoing wastes will be recorded on an electronic format by the companies' scales (Fred 5), from which waste movement information, weights (tonnages), duty of care records etc. can be obtained in several reporting formats.

The site's weighbridges will be calibrated on a minimum annual basis under service contract and more regularly if required when maintenance is undertaken. The validity of these calibrations will be confirmed on a minimum two yearly basis by the weights and measures section of the Trading Standards Agency, this can again be undertaken more regularly if required.

Records of all calibration and Trading Standards inspections will be retained on site, service labels will also be maintained on the equipment for quick visual inspection and confirmation of calibration.

D3 Inspection of wastes: deposit

Once scrap metal material has been tipped / unloaded, loads will be inspected for rogue materials that could contravene the permit conditions e.g. gas bottles, asbestos etc. Incoming material will be tipped in a fashion to facilitate inspection where practical.

Any problem with quality will be noted and contamination (suspected or confirmed) identified and the information will be passed back to the weighbridge or supervisor / manager.

As soon as load is checked and passed for acceptance, the load will be moved to the designated stockpile and the area cleared ready for the next delivery

Undepolluted End of Life Vehicles (ELVs) will be transferred to the ELV depollution reception area for inspection followed by depollution in ELV rig. If there are any non conforming/hazardous items concealed within the vehicle, then they will be removed and quarantined if safe to do so. All ELV's

will be dealt with, regardless of their condition. There may be a further cost involved depending on the condition of the vehicle and the most appropriate and safest method of depollution

Cooling appliances are directed to the cooling appliance storage area. Cooling appliances will be unloaded by a forklift fitted with a bale clamp or other suitable attachment to prevent unnecessary damage. Cooling appliances will be inspected as they are being unloaded to ensure they are not contaminated with food waste or hazardous substances. If any cooling appliances are found to be contaminated they will be rejected at the weighbridge or quarantined.

Any material once tipped, found to be contrary to the waste license conditions, working plan or environmental procedures will be isolated in a designated quarantine area and removed from site to a suitable facility as soon as practicable

D4 Rejection of loads

If non-conforming materials are detected after initial inspections, these will be segregated on discovery and quarantined in an appropriate area. An assessment will be made of the properties of the waste, and if necessary specialist advice obtained regarding handling and disposal. A record of any rejected loads will be entered onto the site diary/daily report.

D5 Sampling and analysis

The sites waste acceptance criteria do not routinely require wastes accepted to be subject to sampling or testing. If the site does accept any materials that may be classified as hazardous, then the site will require that appropriate documentation detailing the relevant hazardous properties and safe storage and handling requirements is provided.

Monitoring and reporting for specified gases, vapours and aerosols

The handling of waste material and processed metals on the site is not considered to give rise to emissions of specific gases, vapours or aerosols at such levels or concentrations that there is a measurable risk of pollution of the environment or human health outside of the site boundary.

However, if a potential environmental issue is identified linked to emissions of specific gases, vapours or aerosols at such levels or concentrations that could pose a risk of pollution of the environment or human health outside of the site boundary then appropriate steps will be taken by the site to monitor these emissions.

Monitoring of meteorological conditions

Weather conditions will be monitored by visual observation. Records will be maintained through a daily site environmental log of any meteorological conditions that adversely effect the sites operation, such as high wind, and any steps taken to mitigate the effects.

D6 Handling, segregation and storage and labelling

Bulk waste / scrap metal will be primarily handled using appropriate mobile plant (e.g. shovel, forklift truck etc.); staff will always wear appropriate PPE (gloves, safety boots, hi-visibility jacket as a minimum).

Non-ferrous and ferrous metal areas will be separated; scrap metal waste will be sorted, segregated and stored into separate stockpiles / bays / containers dependent on type.

Hazardous wastes will be stored / quarantined in specific areas segregated from other wastes (with appropriate identifying signage showing hazards); all drums / containers of hazardous wastes will be appropriately labelled. Hazardous wastes in drums/containers will be packaged appropriately prior to shipment from site (accompanied by the relevant paperwork).

E8 Hazardous waste management procedures

The site only accepts those wastes as detailed in the Waste Management Licence however other hazardous wastes may be generated as part of treatment processes. Any hazardous wastes accepted at the site will only be accepted with the appropriate consignment paperwork and transfer notes. These wastes will then be stored in appropriately engineered areas.

Any contravening hazardous wastes discovered in loads will be isolated and traced back to source supplier where possible. If the source of the hazardous waste cannot be ascertained, then the waste will be quarantined until it can be safely treated on site or until it can be removed from the site for reprocessing or disposal at an appropriately licensed facility.

Outlines of procedures for certain wastes are as follows:

Cooling Appliances

Cooling appliances are directed to the cooling appliance storage area. Cooling appliances will be unloaded by a forklift fitted with a bale clamp or other suitable attachment to prevent unnecessary damage. Cooling appliances will be inspected as they are being unloaded to ensure they are not contaminated with food waste or hazardous substances. If any cooling appliances are found to be contaminated, they will be rejected at the weighbridge or quarantined.

Wastes Containing Liquids

The site will not accept tanks or drums unless they have been confirmed as having been purged of their contents through provision of a purge certificate or via suitable inspection points being provided.

Pressurised Containers

Gas cylinders and pressurised containers are not knowingly accepted at the site. Should such items be discovered during the inspection stages, they will be rejected from site. Should these be discovered later among material waiting processing, or export then they will be segregated and placed in a designated appropriately signed container/compound prior to collection or decommission by an appropriately authorised contractor.

Records of the collection of gas cylinders shall be retained in the site diary/daily log.

The site does not accept tanks or drums unless it has been confirmed that these have been purged of their contents.

Acceptance and Storage of Lead Acid Batteries

Lead acid batteries will be accepted at site from a range of sources. When lead acid batteries are received or generated on site and are subsequently stored prior to transfer to a suitably licensed treatment facility the following steps will be followed:

Acceptance

The site will only accept waste on site in accordance with its waste acceptance procedures. The site will maintain waste transfer records. Lead acid batteries are classified as hazardous waste; therefore they must be accepted and dispatched from site in the correct manner.

Storage

1. All batteries will be stored in a storage area with an impervious floor and covered roof.
2. Neutralising materials, liquids or granules will be maintained on site for use in the event of a battery acid spill. Staff will be trained on site in spillage management procedures.
3. If an acid spill should occur, it will be cleaned up immediately.

4. All batteries must be stored upright in acid resistant plastic battery bins. Where practical these should be covered prior to transfer to the battery storage area to prevent the ingress of water.
5. All designated battery storage areas/battery storage bins will be clearly labelled

Dispatch

6. Lead acid batteries are classified as hazardous waste; therefore they must be accepted and dispatched from site in the correct manner
7. Hauliers and disposers of lead acid batteries must be approved suitably licensed contractors and the receiving facility must also be suitably licensed to accept lead acid batteries. Where authorised contractors are used to remove lead acid batteries copies of transfer notes/movement documents will be retained in accordance with the site's working plan.

Acceptance

The site will maintain site acceptance records of all materials accepted at site.

Depollution of End of Life Vehicles

The treatment/depollution of waste motor vehicles will consist of following when applicable:

- the removal of the battery or batteries;
- the removal of the liquefied petroleum gas tank (if applicable);
- the removal or neutralisation of all potentially explosive components (including air bags and seat belt tensioners) through deployment (where possible)
- the removal, collection and storage of operating fluids
- the removal of any components identified as containing mercury or asbestos
- removal of all tyres
- removal of catalytic converters

and where any such article or material is removed it shall be done in such a way as best promotes its recycling.

Electric Vehicles

Electric or hybrid vehicles will be depolluted as above using appropriate equipment. The lithium battery will be placed into a suitable storage container and the empty space filled with vermiculite. The container will be sealed and sent to be recycled at an appropriate and approved facility.

Acceptance and Storage of Tyres

Tyres will be accepted at site as part of end of life vehicles however they may also be received from other sources in accordance with waste acceptance and control procedures.

- Tyres will be stored in stable stacks or within appropriate containers on site, which will be dispatched regularly to the EFW facility or through other suitable agreed disposal route.
- The site will store a maximum of 10t tyres at any one time but will aim to minimize storage where possible.

Metal shearing and baling

A Bonfiglioli Ariete baler and a Squalo shear will be located at the site. Only material permitted in the Waste Management Licence will be baled or sheared as required.

Safe Working Procedures have been developed for each individual process involved in the baler operation. These procedures must be followed at all times when operating the baler/shear.

Inspection of the baler/shear shall form part of the regular SHE (safety, health and environment) inspection regime. If there are any defects of the shear/baler or it is not operational or not performing correctly, then the shear must be shut down and reported to the site manager immediately.

Any oil (hydraulic or lubricating oil) leaks or spills emanating from the baler/shear must be reported immediately and the appropriate spill response procedure initiated (or accident and emergency plan if there is a major spill).

Only authorised trained personnel shall operate and perform repairs to or maintenance of the baler and safe working procedures (SWPs) to be followed at all times.

WEEE (Waste electrical and electronic equipment) Waste

Large domestic appliances may be accepted from customers in discreet consignments. LDA is accepted on site placed with the ferrous materials for shearing on site and then ongoing recycling/separation off Island. Small mixed WEEE is accepted on site and stored in a designated area prior to ongoing recycling/separation off Island. Treatment of LDA only is permitted.

E9 Residues

Waste or residues (non-hazardous solid waste) generated from scrap metal, sorting, segregation and processing will be segregated and stored in a designated area; this waste will be stored in a manner to prevent the generation of mud and dust, with the use of dust suppression (sprays hoses) if necessary.

E11 Maximum storage capacities

It is estimated that the maximum storage capacity of the site will be 3500 tonnes including ferrous, non ferrous and hazardous materials.

F Pollution Control

F3 Dust

Regular visual checks will be undertaken throughout the working day by the site management and any potential dust problems identified. Potential problems may include unfavourable weather, such as windy, dry or sunny conditions and direction of prevailing winds which may result dust generation. If dust is assessed to be an issue the site manager will monitor the situation closely and take appropriate mitigating actions including use of suppression spays and management of processing operations.

Inspection on a visual basis will be conducted at times when the risk of dust release is perceived to be possible. Any complaints from neighbours will be investigated. Where appropriate more quantitative methods of dust monitoring will be used if a problem is perceived to be continuing or in the case where the cause of dust needs to be established such as dusts being generated by off site sources.

If complaints are received relating to dusts on site, details of the potential causes, investigative measures taken and any results will be recorded in the site action log.

F4 Noise/Vibrations

In order to minimise noise/vibration generated from plant, equipment will be maintained in accordance with manufacturer's specifications.

The company will take appropriate steps at all stages of waste handling from acceptance to processing to final export to minimise the risk of noise generating events.

The site will adhere to SMART working practices with the aim to minimise resulting noise from routine activities where possible.

Operating and waste acceptance hours are restricted in accordance with the Waste Management Licence and Planning Conditions

Any noise/vibration complaints received will be recorded and investigated, with results being recorded in the site action log.

F5 Odour

The types of materials that will be received and processed at the site are not likely to result in the significant generation of odours. If complaints are received relating to odours on site, the potential cause shall be investigated with details and the results of any investigations recorded in the site diary/daily report

F6 Pest Control

A monthly inspection will be undertaken for infestation by pests. Pest control will be employed on site as routine maintenance. If pests or vermin are discovered on site that are assessed to be posing a threat to the environment, safety or amenity then a specialist pest control contractor shall be appointed as soon as possible. The attendance of the contractor will be recorded in the site diary/daily report.

F7 Litter

The boundaries of the site will be inspected daily and any litter present will be collected by the end of the working day. Incoming loads will be inspected (as part of waste acceptance procedures) to ensure that no loads containing rubbish or litter are accepted on to the site.

H1 Wastes received and removed

All company paper and electronic systems have been set up to be undertaken in line with HBL standard operating procedures and for ease will continue to be used at the site as best practice. For all references to duty of care, waste transfer notes and EWC codes it is understood that these are not required by Jersey legislation.

TFS documentation is required for all hazardous materials to be shipped off Jersey to the UK. Annex VII documents will be completed for all movements of green list waste off Island to the UK. All paperwork will be stored or archived on site and be available upon request. All electronic copies will be backed up within the company systems on a routine basis.

Main Site Procedures

All wastes/scrap metal received into the site will be weighed in. All waste/scrap metal removed from the site off Island will be weighed out and accompanied by either a ‘duty of care’ waste transfer note (WTN) or the relevant TFS documentation (dependent on the classification and type of waste in question) and recorded electronically as part of the weighbridge recording system (Weighbase). The applicable correct description / classification (s) of the waste will be written on all WTN / consignment note(s) accompanied by the relevant European Waste Code (s) (EWC)/UN code.

Records will be maintained for all wastes accepted to the site and exported from the site. Waste quantities will normally be recorded via the scales or the weighbridge.

Site records of waste movements shall be maintained through the retention of hard copies of normal tickets, TFS/Annex VII documentation and suitable documentation from servicing contractors removing contaminated liquids, absorbents, waste oils etc. This information will be retained in at the following locations for the following specified time periods:

Retention and availability of records

Records	Location	Retention Time Period
Weighbridge tickets	Electronic	2 years
Incoming hazardous waste documentation	Electronic/ on site	3 years
Out going documentation from servicing contractors removing contaminated liquids, absorbents and waste oils	Electronic/on site	3 years

H2 Rejected wastes

Any rejected wastes/scrap metal will be recorded in the site diary/daily report.

H3 Site diary

The site diary is contained within various internal company systems and recording/monitoring procedures.

H4 Other data

In addition to the statements and procedures detailed with this working plan the site may also implement and retain additional safe working procedures, risk assessments and emergency plans within the site files which are updated on a reactive basis linked to relevant operating issues.

H5 Waste analysis

The site will comply with all waste data reporting as required by the Department of the Environment.

H7 Site inspections

The site diary takes the form of an electronic action log for the logging of all incidents, complaints, site actions, maintenance etc. It is backed up by various inspection and auditing documents, a hard copy site diary, daily report and other hard copy and electronic systems