

# Waste Management Permit (Waste Motor Vehicles)

**<Site Name>**

**<Authorisation Number>**

For information on accessing this document in an alternative format or language please contact SEPA by telephone (03000 99 66 99), or by email ([equalities@sepa.org.uk](mailto:equalities@sepa.org.uk)).

If you are a user of British Sign Language (BSL), the Contact Scotland BSL service (<https://contactscotland-bsl.org>) gives you access to an online interpreter enabling you to communicate with us using sign language.

## Introduction

**This introduction does not form part of the permit.**

## Authorisations

**Who we are:** The Scottish Environment Protection Agency (SEPA) is a non-departmental public body of the Scottish Government, established under the Environment Act 1995. Our purpose is to deliver environmental protection and improvement in ways that, as far as possible, also create health and wellbeing benefits and sustainable economic growth.

**Why we issue authorisations:** SEPA is responsible for preventing or controlling pollution and improving the quality of the environment. This responsibility includes regulating industrial and other processes that may be capable of causing pollution of the environment. One of the tools available to SEPA is the authorisation of certain activities that may present a risk to the environment.

Anyone who wishes to carry out one of these activities has to first apply to SEPA for an authorisation, be granted the authorisation, and thereafter carry out activities in line with conditions contained within the authorisation. It is an offence under the relevant legislation to breach a condition of an authorisation.

**When we issue authorisations:** SEPA will issue an authorisation when satisfied that an applicant has put in place measures to protect the environment and is capable of carrying out activities in line with the conditions of an authorisation. Authorisations allow activities to occur and set performance outcomes based on a site's environmental risk. SEPA can amend, suspend or revoke an authorisation in response to changes in legislation, site activities or authorisation holder performance. Sites that hold an authorisation may be monitored and inspected by SEPA Officers who assess compliance with the conditions of the authorisation. All authorisations and inspection reports are publicly available.

**Enforcement:** If an authorisation holder (or site operator) fails to comply with the conditions of the authorisation it may result in enforcement action being taken against it by SEPA in accordance with SEPA's enforcement policy and guidance.

### General site information:

<b>Site name and location:</b>	
<b>Description of authorised activities:</b>	
<b>Environmental risks SEPA has regulatory powers to control:</b>	

**<<FRONT NOTICE – ONLY TO BE USED FOR NEW PERMITS>>**

<p>This authorisation has been granted by the Scottish Environment Protection Agency (SEPA) in exercise of its powers under &lt;&lt;Enter Correct Legislative Schedule&gt;&gt; of the &lt;&lt;Enter Legislation Title&gt;&gt;.</p>	
<b>Authorisation Number:</b>	<<Enter Authorisation Number>>
<b>Authorised Person:</b>	<<Enter Authorised Person>>
<b>Date of Authorisation:</b>	<<DD/MM/YYYY>>
<b>Authorised Activities:</b>	The treatment, keeping or disposal of waste at or on the site subject to the conditions of this permit.
<b>Authorised Place:</b>	<<Enter Site Name>>
<b>Conditions applicable to this authorisation:</b>	The conditions in Schedules 1 to <<Enter IoT Schedule number>> of this authorisation. Terms used in this authorisation are, unless otherwise specified, defined in Schedule <<Enter IoT Schedule number>>.

Signature: ..... Date: DD/MM/YYYY

Authorised to sign on behalf of the  
 Scottish Environment Protection Agency

## Contents

<b>Schedule 1:</b>	<b>The Authorised Person and Activities</b>	<b>3</b>
1.1	Duty of the Authorised Person	3
1.2	The Site	3
1.3	Authorised Activities	3
1.4	Annual Waste Acceptance Limit	3
<b>Schedule 2:</b>	<b>Site Infrastructure</b>	<b>5</b>
2.1	Site Security	5
2.2	Storage and Drainage Requirements	5
<b>Schedule 3:</b>	<b>Site Operations</b>	<b>8</b>
3.1	Inspection of Waste	8
3.2	Management of Unauthorised Wastes	8
3.3	Promotion of Waste Reuse, Recycling or Recovery	8
3.4	Removal of Waste Motor Vehicle Parts	9
3.5	Depollution of Waste Motor Vehicles	10
<b>Schedule 4:</b>	<b>Pollution Control</b>	<b>11</b>
4.1	Nuisance	11
4.2	Burning	12
4.3	Discharge to Water Environment	12
<b>Schedule 5:</b>	<b>Environmental Events</b>	<b>13</b>
5.1	Notification of SEPA	13
5.2	Management of the Event	13
5.3	Reporting of the Event	13
<b>Schedule 6:</b>	<b>Record Keeping and Data Submission</b>	<b>14</b>
6.1	Record Keeping	14
6.2	Data Submission	14
<b>Schedule 7:</b>	<b>Interpretation of Terms</b>	<b>15</b>
<b>Appendix 1:</b>	<b>Site Plan</b>	<b>19</b>
<b>Appendix 2:</b>	<b>Data Returns</b>	<b>20</b>

## Schedule 1: The Authorised Person and Activities

**Purpose:** This schedule places responsibility on the authorised person to ensure compliance with the permit conditions, identifies the site, details the waste activities that can be carried out and the total quantity of waste permitted on site.

### 1.1 Duty of the Authorised Person

1.1.1 The authorised person must ensure compliance with the conditions of this permit.

### 1.2 The Site

1.2.1 The permit applies strictly to the site outlined in red on the plan attached at Appendix 1.

### 1.3 Authorised Activities

1.3.1 Only the authorised activities detailed in Table 1 can be carried out on the site.

1.3.2 The maximum storage limits detailed in Table 1 must not be exceeded at any time.

1.3.3 The excluded activities detailed in Table 1 must not be carried out on the site.

### 1.4 Annual Waste Acceptance Limit

<<If site falls within largest charging category (>2.5k tonnes accepted annually), section 2.2 to be deleted from Permit>>

1.4.1 The total quantity of waste accepted on the site must not exceed 1,000 **OR** 2,500 tonnes per calendar year.

**Table 1 Authorised Activities**

Authorised Activities	Maximum Storage Limits	Excluded Activities
<b>Hazardous Waste</b>		
A) Storage of non-depolluted waste motor vehicles.	<X> (Max 50) tonnes of hazardous waste	Storage, treatment or disposal of any other hazardous wastes.
B) Treatment of non-depolluted waste motor vehicles.		
C) Storage of waste oil.		
D) Storage of waste batteries.		
<b>Non-Hazardous Waste</b>		
E) Storage of waste tyres.	<Y> tonnes	Storage and treatment of putrescible waste.
F) Storage and treatment of non-hazardous waste.		Storage and treatment of sludge wastes.
		Storage and treatment of liquid wastes.
<b>Total Site Storage Limit</b>	<b>&lt;Z&gt; tonnes</b>	

## Schedule 2: Site Infrastructure

**Purpose:** This schedule details the infrastructure which must be provided on the site.

### 2.1 Site Security

2.1.1 The site must be secured to prevent unauthorised access.

### 2.2 Storage and Drainage Requirements

2.2.1 The storage and drainage requirements detailed in Table 2 must be in place for each activity.

2.2.2 Each bund / secondary containment system, detailed in Table 2, must:

(a) Hold at least:

- i. For a single container, 110% of its capacity; or
- ii. For two or more containers, the greater of:
  1. 110% of the capacity of the largest container; or
  2. 25% of the capacity of all containers together.

(b) Catch all spills from the container(s) and related parts;

(c) Be leak-proof;

(d) Be located, and/or protected, to prevent damage as far as reasonably practicable; and

(e) Have any spills and/or rainwater removed as soon as reasonably practicable.

2.2.3 All waste storage areas must be clearly labelled to allow identification of:

(a) The waste type(s) being stored; and

(b) The hazards presented by each waste type.

**Table 2 Storage and Drainage Requirements**

Authorised Activity	Storage		Drainage	
	Requirements	Bund	Requirements	Discharge
A) Storage of non-depolluted waste motor vehicles	Segregated	No	Impermeable surface directed to sealed drainage system Oil interceptor	<<ONLY TO BE INSERTED WHEN DISCHARGE POINT FALLS WITHIN WML SITE BOUNDARY>> Collected for offsite treatment / discharge to public sewer Discharge to soakaway Discharge to watercourse
B) Treatment of non-depolluted waste motor vehicles: i) Depollution of waste motor vehicles			Impermeable surface directed to sealed drainage system Oil interceptor	<<As Above>>
ii) Storage of liquid wastes generated during depollution	Segregated in sealed container(s)	Yes	Impermeable surface directed to sealed drainage system Oil interceptor	<<As Above>>
iii) Storage of oily parts	Segregated in sealed container(s)	Yes	Impermeable surface directed to sealed drainage system Oil interceptor	<<As Above>>



Authorised Activity	Storage		Drainage	
	Requirements	Bund	Requirements	Discharge
iv) Crushing and baling of waste motor vehicles			Impermeable surface directed to sealed drainage system Oil interceptor	<<As Above>>
C) Storage of waste oil	Segregated in sealed container(s)	Yes	Impermeable surface directed to sealed drainage system Oil interceptor	<<As Above>>
D) Storage of waste batteries	Segregated in sealed container(s)	Yes	Impermeable surface directed to sealed drainage system	<<As Above>>
E) Storage of waste tyres	Segregated	No	Hardstanding	<<As Above>>
F) Storage & treatment of non-hazardous waste:				
i) Uncontaminated metal (including fully depolluted waste motor vehicles)	Segregated	No	Hardstanding	<<As Above>>
ii) Inert and non-degradable waste	Segregated	No	Hardstanding	<<As Above>>
iii) Any other non-hazardous waste	Segregated	No	Impermeable surface directed to sealed drainage system	<<As Above>>

## Schedule 3: Site Operations

**Purpose:** This schedule is to ensure that operations on the site are carried out in a way that reduces the risk to the environment and promotes the reuse, recycling or recovery of materials.

### 3.1 Inspection of Waste

3.1.1 All wastes entering the site must be inspected to ensure that they meet the waste types and quantities authorised by this permit.

### 3.2 Management of Unauthorised Wastes

3.2.1 Wastes identified on site that are not authorised by this permit must be:

- (a) Stored on an impermeable surface;
- (b) Stored separately from other waste; and
- (c) Removed from the site as soon as reasonably practicable.

### 3.3 Promotion of Waste Reuse, Recycling or Recovery

3.3.1 In priority order, wastes must be stored and treated in a manner that facilitates their future:

- (a) Reuse;
- (b) Recycling; or
- (c) Recovery.

3.3.2 <<Unless authorised by this permit>> Hazardous waste must not be mixed with any other waste, substance or materials.

### 3.4 Removal of Waste Motor Vehicle Parts

3.4.1 Parts identified in the manufacturers dismantling information that are suitable for reuse, recycling or recovery must be removed from waste motor vehicles, including:

- (a) The catalyst(s);
- (b) All metal components;
- (c) Tyres;
- (d) All large plastic components; and
- (e) Glass.

DRAFT

### 3.5 Depollution of Waste Motor Vehicles

3.5.1 All waste motor vehicles on the site must be depolluted as soon as reasonably practicable, with the following steps carried out:

- (a) Remove the batteries;
- (b) Remove all:
  - i. Fuel;
  - ii. Motor oil;
  - iii. Transmission oil;
  - iv. Gearbox oil;
  - v. Hydraulic oil;
  - vi. Cooling liquids;
  - vii. Antifreeze;
  - viii. Brake fluids;
  - ix. Air conditioning gas / fluids; and
  - x. Any other fluid in the vehicle, except any fluid that is needed to allow a part to be reused.
- (c) Remove the LPG tank;
- (d) Remove or detonate all air bags and seatbelt pre-tensioners; and
- (e) Remove all parts that contain mercury.

## Schedule 4: Pollution Control

**Purpose:** This schedule details the minimum environmental standards that must be met at all times. It also ensures that nuisance generated by waste activities is controlled at the site and local communities are protected.

### 4.1 Nuisance

4.1.1 Measures must be taken to prevent, or where that is not practicable, minimise:

- (a) Odour;
- (b) Noise;
- (c) Dust;
- (d) Litter;
- (e) Aerosols; and
- (f) The presence of vermin

arising from the authorised activities.

4.1.2 Offensive odours from the authorised activities as perceived by a SEPA officer must not be emitted beyond the site boundary.

4.1.3 Noise from the authorised activities, which has a significant impact on the environment, people or property, must not be emitted beyond the site boundary.

4.1.4 Dust from the authorised activities, which has a significant impact on the environment, people or property, must not be emitted beyond the site boundary.

4.1.5 Litter from the authorised activities, which has a significant impact on the environment, people or property, must not be emitted beyond the site boundary.

4.1.6 Aerosols from the authorised activities, which have a significant impact on the environment, people or property, must not be emitted beyond the site boundary.

## 4.2 Burning

4.2.1 There must be no burning of waste on the site.

## 4.3 Discharge to Water Environment

**NOTE: Section only to be included when site discharges to water environment AND DISCHARGE POINT FALLS WITHIN WML BOUNDARY. If site discharges to sewer / fully contained on site / discharge point outwith site boundary, Section to be removed.**

4.3.1 The discharge from the site drainage, where permissible as detailed in Table 2, must be to land via soakaway.

4.3.2 The discharge from the site drainage, where permissible as detailed in Table 2, must be to surface waters at the permitted locations in Table 3.

**Table 3 Surface Water Discharge**

Discharge Reference Point	Source of Discharge	Receiving Waters	Discharge Location (NGR)

4.3.3 The discharge must not result in significant:

- (a) Iridescence / sheen of the receiving waters due to oil;
- (b) Discolouration of the receiving waters;
- (c) Deposition of solids in the receiving waters;
- (d) Increased foaming in the receiving waters; and
- (e) Visible microbiological growth in the receiving waters.

## Schedule 5: Environmental Events

**The purpose of Schedule 5:** This schedule requires the cessation, prevention and reporting of any potentially polluting event and/or breach of permit condition that may arise from the authorised activities.

### 5.1 Notification of SEPA

5.1.1 SEPA must be notified via its pollution hotline contact telephone number as soon as reasonably practicable, and in any case within 24 hours of identification of the event, of the following:

- (a) Any event which has caused or could cause adverse impact to the environment or harm to human health;
- (b) Any event that results, or could result, in an emission to the environment that is not authorised by this permit; and
- (c) A breach of any condition of this permit.

### 5.2 Management of the Event

5.2.1 All measures that are reasonably practicable must be taken to stop an event, as described in 5.1.1, and to minimise and/or mitigate its effect on the environment.

### 5.3 Reporting of the Event

5.3.1 Within 14 days of an event as described in 5.1.1, a report must be submitted to SEPA detailing:

- (a) The reason(s) for the event;
- (b) The action(s) taken to stop the event and minimise and/or mitigate the impacts; and
- (c) The action(s) taken to prevent the event from recurring.

## Schedule 6: Record Keeping and Data Submission

**Purpose:** This schedule requires the authorised person to provide SEPA information on the waste accepted, treated and transferred from the site on a quarterly basis.

### 6.1 Record Keeping

6.1.1 All information recorded, kept or submitted to SEPA in accordance with a condition of this permit must be:

- (a) True and accurate; and
- (b) Kept for a minimum of six years and provided to SEPA on request.

### 6.2 Data Submission

6.2.1 The information detailed in Appendix 2 must be submitted to SEPA on a quarterly basis no later than the relevant submission deadline in Table 4.

**Table 4 Data Submission Deadline**

Quarter	Reporting Period	Submission Deadline
1	1 January – 31 March	28 April
2	1 April – 30 June	28 July
3	1 July – 30 September	28 October
4	1 October – 31 December	28 January

6.2.2 The information required by condition 6.2.1 must be submitted to SEPA via:

- (a) Email, in the excel spreadsheet supplied by SEPA, to [waste.data@sepa.org.uk](mailto:waste.data@sepa.org.uk); or
- (b) Post, in writing, to: SEPA (Data Unit)  
Strathallan House  
Castle Business Park  
Stirling  
FK9 4TZ



## Schedule 7: Interpretation of Terms

For the purposes of this permit, and unless the context requires otherwise, the following definitions apply.

Term	Definition
authorisation	The waste management licence granted by SEPA under <a href="#">Section 35 and 36 of the Environmental Protection Act 1990</a> with licence number WML/X/123456.
authorised activities	The treatment, keeping or disposal of waste authorised as detailed in Schedule 1.
authorised person	The holder of this authorisation and person responsible for securing compliance with the conditions of it. Any reference to ‘the licence holder’ in the authorisation is a reference to the authorised person.
authorised place	The geographic location at which the authorised activities may be carried on, as detailed in Schedule 1.
battery	Any source of electrical energy generated by direct conversion of chemical energy and consisting of one or more primary battery cells (non-rechargeable) or one or more secondary battery cells (rechargeable). Excludes any equipment connected with the protection of essential security interests, arms, munitions, war material and equipment designed to be sent into space, as set out in <a href="#">Article 2(2) of the Batteries Directive</a> .
depollution	In relation to a waste motor vehicle, the carrying out on it of any of the operations described in Section 3.5 of this permit that are possible (or in the case of a component containing mercury, feasible). Only when all such operations are complete shall a vehicle qualify as ‘depolluted’.

Term	Definition
dismantling information	<p>All information required for the correct and environmentally sound treatment of waste motor vehicles.</p> <p>See <a href="#">The International Dismantling Information System</a> for further guidance.</p>
European Waste Catalogue	<p>A list of wastes pursuant to Article 1(a) of Directive 75/442/EEC on waste and Article 1(4) of Directive 91/689/EEC on Hazardous Waste contained in Council Decision 2000/532/EC (O.J. L 226, 6.9.2000p.3) as amended from time to time.</p>
hazardous waste	<p>Has the same meaning as “special waste” as in <a href="#">Section 2 of The Special Waste Regulations 1996</a>.</p>
impermeable surface	<p>A surface constructed of concrete or a similar impermeable material to a standard sufficient to prevent the transmission of liquids beyond the surface, and should be read in conjunction with the term ‘sealed drainage system’.</p>
liquid waste	<p>Any waste in liquid form including waste waters but excluding sludge.</p>
LPG	<p>Liquefied Petroleum Gas</p>
oily parts	<p>Any part containing or covered with any mineral-based or synthetic lubricating or industrial oil.</p>
putrescible waste	<p>Any waste that is capable of:</p> <ul style="list-style-type: none"> <li>(a) Undergoing decomposition and likely to produce offensive odours; or</li> <li>(b) Act as a food source for vermin.</li> </ul>
recovery	<p>Any operation the principal result of which is waste serving a useful purpose by replacing other materials which would otherwise have been used to fulfil a particular function, or waste being prepared to fulfil that function, in the plant or in the wider economy.</p> <p>Annex II of the <a href="#">Waste Directive</a> sets out a non-exhaustive list of recovery operations.</p>

Term	Definition
recycling	Any recovery operation by which waste materials are reprocessed into products, materials or substances whether the original or other purposes. It includes the reprocessing of organic material but does not include energy recovery and the reprocessing into materials that are to be used as fuels or for backfilling operations.
reuse	Any operation by which products or components are used for their original purpose.
sealed container	A container which is fully enclosed, weather proof, does not allow any solid or liquid content to escape and is lockable.
sealed drainage system	<p>In relation to an impermeable surface, a drainage system with impermeable components which does not leak and which will ensure that-</p> <p>(a) no liquid will run off the pavement otherwise than via the system; and</p> <p>(b) except where they may be lawfully discharged, all liquids entering the system are collected in a sealed sump.</p>
SEPA	Scottish Environment Protection Agency.
SEPA officer	Any person who is authorised in writing under <a href="#">Section 108 of the Environment Act 1995</a> to carry out duties on behalf of SEPA.
sludge waste	Any solid, semi-solid, or liquid waste generated from a wastewater treatment plant.
surface water	Any inland water (other than groundwater), transitional water and coastal water.
the water environment	All surface water, groundwater and wetlands
treatment	Recovery or disposal operations, including preparation prior to recovery or disposal.
unauthorised access	Access by any person who is not permitted to enter the site.

Term	Definition
waste	Has the same meaning as in <a href="#">section 75 of the Environmental Protection Act 1990</a>
waste motor vehicle	A motor vehicle of any type that the holder discards, intends to discard, or is required to discard.

Except where specified otherwise, any reference to an enactment or statutory instrument includes a reference to it as amended (whether before or after the date of the permit) and to any other enactment, which may after the date of the permit replace or amend it.

DRAFT

## Appendix 1. Site Plan

DRAFT

## Appendix 2. Data Returns

### Permit Holder & Site Details:

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Reporting Quarter and Year</li> <li>2. Permit Number</li> <li>3. Permit Holder</li> <li>4. Site Name</li> <li>5. Site Address</li> <li>6. Relevant Contact for Data Submission                     <ol style="list-style-type: none"> <li>a) Name</li> <li>b) Job Title</li> </ol> </li> </ol> | <ol style="list-style-type: none"> <li>c) Telephone Number</li> <li>d) Email Address</li> </ol> <ol style="list-style-type: none"> <li>7. Weighbridge Installed (Y/N)</li> <li>8. Percentage of Waste Weighed</li> <li>9. Explanation of how tonnages were calculated for waste not weighed (including conversion factors used)</li> </ol> |
|--|--|

### Permit Holder & Site Details:

	Waste Accepted	Waste Treated	Waste Sent Off Site
1. 6 digit European Waste Catalogue (EWC) Code	✓	✓	✓
2. Brief Description of Waste Type	✓	✓	✓
3. Physical Form (Gas [G], Liquid [L], Sludge [P] or Solid [S]).	✓	✓	✓
4. Quantity of Waste (Kilograms / Tonnes / Litres)	✓	✓	✓
5. Geographical Origin of Waste (Local Authority Code)	✓	N/A	✓
6. Management Method (Biological treatment [BT] / Chemical treatment [CT] / Composted [CP] / Crushed or Screened [CS] / Physical [PT], Recycled [RC], Other [OT]).	✓	✓	✓
7. Site Where Waste Sent (Name and Permit Number)	N/A	N/A	✓

Further guidance available at:

<https://www.sepa.org.uk/environment/waste/waste-data/guidance-and-forms-for-operators/licensed-and-permitted-sites/>