



## Argyll and Bute Council Compliance Pack

### *Council Mission:*

*Making Argyll and Bute a place people choose to Live,  
Learn, Work and do Business*

### *Our values:*

**Caring, Committed, Collaborative & Creative**  
**Cùramach, Dealasach, Cruthachail agus Com-pàirteach**

**ARGYLL**  
CHOOSE ARGYLL. LOVE ARGYLL.

# Argyll and Bute Council Compliance Pack

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# Policy Statements

## Corporate Plan

CORPORATE PLAN (2018–2022)

### Welcome

The landscape in which we deliver our services is changing. We must transform how we work so that we can deliver the services our communities need and the prosperity the future of Argyll and Bute depends upon.

We have considerable challenges to meet – declining funding for our services, economic dependence on the public sector, and an aging population.

Argyll and Bute however is recognised as one of Scotland’s most promising regions, and we are ambitious for our future and for the future of our young people in Argyll and Bute.

Prosperity is here to be achieved and this Corporate Plan sets out clearly how we will deliver on that shared ambition with our partners.

Our values underpin all that we do and we are proud to have a workforce that is Caring, Committed, Collaborative and Creative. These values give us a sound basis to achieve the transformation that will ensure we meet the challenges of the future and deliver the quality services that our communities and citizens deserve.

## 1.0 Our Vision

Argyll and Bute is an area of Scotland with outstanding places, people and potential for a prosperous future for everyone. Our Council, along with our Community Planning Partners, is committed to ensuring that

*Argyll and Bute’s Economic Success is built on a Growing Population*

## 2.0 Our Mission

**We will deliver our 6 outcomes and make Argyll and Bute a place people choose to Live, Learn, Work and Do Business**

- Our Economy is diverse and thriving
- We have an infrastructure that supports sustainable growth
- Education skills and training maximise opportunities for all
- Children and young people have the best possible start
- People live active, healthier and independent lives
- People will live in safer and stronger communities

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## Corporate Health and Safety Policy Statement.

### 1. Corporate Health and Safety Policy Statement

- 1.1 Argyll and Bute Council recognises that people are its most important asset and that their health and safety is central to successfully achieving our vision of realising our potential together.
- 1.2 Argyll and Bute Council will do all that is reasonably practicable to ensure the health, safety and welfare of its employees at work and the health and safety of those affected by its undertakings.
- 1.3 Responsibility rests with the Chief Executive who discharges these duties through the Executive Directors and all Council staff. This policy will be modified when appropriate and reviewed every three years.
- 1.4 The Council:
  - a) Will foster and maintain a positive health and safety culture which secures the commitment of all employees, making it clear to managers that there can be no conflict between health and safety and the demands of the job
  - b) Is committed to control the risks arising from its work activities at the planning stage, including those undertaken by others on its behalf.
  - c) Will provide adequate resources, in terms of finance, supervision, staff numbers, materials and equipment to enable employees to perform all work activities safely
  - d) Recognises the duty of management to ensure that all processes and services are designed to take account of health and safety
  - e) Recognises that managers must regularly supervise, monitor and review work to ensure health and safety standards are maintained
  - f) Is committed to minimise the possibility of incidents and accidents occurring and where they do, take appropriate action to prevent similar events occurring in the future
  - g) Communicates and consults with employees on health and safety

Signed:



Chief Executive, Argyll & Bute Council

Date 15 January 2020

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# Insurance Documents

## Your Zurich Municipal Insurance

**Our Reference** AN/IND  
**Policy Number** QLA-06U001-0043  
**Customer Name** Argyll and Bute Council and Live Argyll  
To Whom It May Concern

This is to confirm that Argyll and Bute Council and Live Argyll have in force with this Company until the policy expiry on 31 March 2023 Insurance incorporating the following essential features:

Limit of Indemnity		
Public Liability	£25,000,000	any one event
Pollution/Products Liability	£25,000,000	for all claims in the aggregate during any one period of insurance any one event inclusive of costs
Employers' Liability	£25,000,000	any one event inclusive of costs
Excess		
Public Liability/Products Liability/ Pollution	£5,000	any one event
Employers' Liability	£10,000	any one event
<b>Indemnity to Principals</b>	Covers include a standard Indemnity to Principals Clause in respect of contractual obligations.	
<b>Full Policy</b>	The policy documents should be referred to for details of full cover.	

Yours sincerely



Zurich Municipal




### Contact Details

 **Call us on**  
0800 232 1927

We may record or monitor calls to improve our service.

 **Email us at**  
[andrew.lockley@ukzurich.com](mailto:andrew.lockley@ukzurich.com)

 **Visit us at**  
[www.zurich.co.uk/municipal](http://www.zurich.co.uk/municipal)

 **Write to us at**  
Zurich Insurance plc  
Zurich House  
1 Gladiator Way  
Farnborough  
GU14 6GB



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# Employers Liability Insurance Certificate.



## Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), a copy of this certificate must be displayed at all places where you employ persons covered by the policy or an electronic copy of the certificate must be retained and be reasonably accessible to each employee to whom it relates).

Policy Number	QLA-06U001-0043
1. Name of policyholder	Argyll and Bute Council and Live Argyll
2. Date of commencement of insurance policy	01 April 2022
3. Date of expiry of insurance policy	31 March 2023

We hereby certify that subject to paragraph 2:

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b).
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c).

Signed on behalf of Zurich Insurance plc (Authorised Insurer)

A handwritten signature in black ink, appearing to read 'Tim Bailey'.

Tim Bailey  
Chief Executive Officer of Zurich Insurance plc, UK Branch

### Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Zurich Municipal is a trading name of Zurich Insurance plc, a public limited company incorporated in Ireland Registration No. 13460 Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland UK Branch registered in England and Wales Registration No. BR7905. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

MCSHOA05 (09/21)

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## Certificate of Motor Insurance

Certificate number: QLA-06U001-0043-52

1. Description of vehicle: Any motor vehicle the property of or in the custody or control of the policyholder

2. Name of policyholder: Argyll and Bute Council and Live Argyll

3. Effective date of the commencement of insurance for the purpose of the relevant law: 01 April 2022

4. Date of expiry of insurance: 31 March 2023

5. Persons or classes of persons entitled to drive:

Any person who is driving on the order or with the permission of the policyholder.

Provided that the person driving holds a licence to drive the vehicle or has held and is not disqualified from holding or obtaining such a licence.

6. Limitations as to use:

Use for social, domestic and pleasure purposes.  
Use in connection with the policyholder's business.

The policy does not cover:

1. Use while the vehicle is let on hire.
2. Use for hire or reward or the carriage of passengers for reward.
3. Use for racing, pacemaking, reliability trials, competitions, rallies or trials.
4. Use whilst drawing a greater number of trailers in all than is permitted by law.
5. Recovery of any motor vehicle which has been seized by or on behalf of any government or public authority which was not the property of or in the custody or control of the policyholder at the time of the seizure.

For Zurich Insurance plc. Authorised Insurers



Tim Bailey  
Chief Executive Officer of Zurich Insurance plc, UK Branch

# Health and Safety Information

## Risk Assessment

### Argyll & Bute Council Risk Assessment Form

- Form to be completed only by competent, trained assessors.
- Use in conjunction with Guidance on Risk Assessment and flow process chart – calculate risk rating from matrix, Likelihood x Severity = Risk Rating.
- Insert photographs where appropriate or available.
- Once completed pass form to line management for implementation of any new control measures identified.
- Copy to be retained within service.
- Copy to be sent to Health & Safety Manager, Improvement & HR, Whitegates Road, Lochgilphead, PA31 8SY.
- If you require additional guidance or help contact healthandsafety@argyll-bute.gov.uk

		LIKELIHOOD					
		1	2	3	4	5	
		Rare	Unlikely	Possible	Likely	Almost Certain	
SEVERITY	1	Insignificant	1L	2L	3L	4L	5M
	2	Minor	2L	4L	6M	8M	10M
	3	Moderate	3L	6M	9M	12M	15H
	4	Major	4L	8M	12M	16H	20H
	5	Catastrophic	5M	10M	15H	20H	25H

Hierarchy of Controls	
a. Elimination	d. Otherwise controlled (e.g. safe systems of work, signage, warnings, procedures, training, supervision, etc.)
b. Substitution with a safer alternative (e.g. mains tools substituted with battery operated)	e. Reduced effectively by using Personal Protective Equipment
c. Made safer through using engineering controls (e.g. guarding)	

```

    graph LR
      A[Identify Task and who could be affected] --> B[Identify hazards at each step within task – refer to guidance appendix 2]
      B --> C[Identify existing controls]
      C --> D[Rank risk using matrix]
      D --> E[Are additional controls required, if so identify]
      E --> F[Ensure additional controls put in place]
      F --> G[Rank residual risk using matrix if needed]
      G --> H[Sign risk assessment off]
      H --> I[Copy to be retained within service]
      I --> J[Send copy to H & S section]
      J --> K[Review periodically]
  
```

< 5	Low
5 < 15	Med
15 < 25	High

### Argyll & Bute Council Risk Assessment Form

<b>Work Task:</b> (activity or process)		Roadside Collection of Wheeled bins (240 / 1100 ltr) to/from Refuse Collection Vehicle				<b>Assessment Undertaken By:</b>		Paul Martin	
<b>Designation:</b>		Amenity Technical Officer		<b>Assessment Date:</b>		30th Sep 2015		<b>Review Date:</b>	
						Sep 2018		Sep 2022	
<b>Signature:</b>						<b>Department/School</b>		Amenity Services	
<b>Who may be affected?</b>		Staff	X	Contractors		Visitors		Public	X
								Pupils	
								Others	
								Volunteers	
								Ref No:	RC - 02
Hazards	Controls (List existing controls in place – link to policy etc)	Risk Rating Use Matrix			Additional Controls Required? (List)	Residual Risk Rating			
		L	S	R		L	S	R	
Vehicle / Machinery	In-house Maintenance Programme Manufacturers maintenance guidelines – Dennis Eagle / Terberg Matec UK/ Omnidel Drivers Handbook Pre-start vehicle checks  Manufacturers Induction training  In-house training / Safety training & DVD- Safe Working in Refuse and Recycling training programme  Reversing Assistants (to assist with both movement of vehicle and public) will be appointed prior to departure from Depot The dangers of the operation such as reversing and working in the vicinity of other vehicles are made known to the operators. Reversing operations are under the control of the driver of the vehicle working in conjunction with the designated Reversing Assistant at all times.  Rear view camera fitted Scarab / Black Eye Ltd Reversing Aids including additional wing mirrors  Tool Box Talks and Safe System of Work – Refuse Collection Safety Handbook	1	5	5					

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Slips / Trips Winter icy conditions	Issue of and maintenance / replacement of safety footwear EN345 During icy conditions refuse collection will take place after the routes has been suitably treated. Routes will be altered to suit and public will be updated via web team alert	3	3	9			
Cuts / Bruises / Broken Bones	Crews have been trained, via Safe Working in Refuse and Recycling training programme in dynamic risk assessment to make on-site decisions regarding environment						
Overfilled bins	There is an identified risk of materials falling from overfilled bins, and from damaged bins. Operators have received instruction in respect of inspection of the refuse for collection, and the action to take in the event of any concerns. Overfilled bins are not collected and owners notified.	1	2	2			
Sprain / Strain / muscular injury Noise	Tool Box Talks and Safe System of Work Tool Box Talks	1	3	3			
Hearing condition	Audiometric testing and Health Surveillance Programme in place						
Moving and Handling	Manual Handling in-house Training followed up with regular Tool Box Talks and Safe System of Work						
Sprain / Strain / muscular injury	Wheeled bins used at all times. Where necessary bins are not emptied and labelled to inform public.	2	2	4			
Fire	Fire Extinguishers in each vehicle. All Crew members have received training from fire service. Tool Box Talks and Safety Instructions	1	4	4			
Hygiene / Welfare	Provision of Washing facilities on Refuse Vehicles. Hand Wipes available in vehicles Route Toilet locations i.e Public conveniences, Council buildings mapped and communicated to workforce via log list and employee briefing. Gloves to be worn by loaders at all times during handling of waste receptacles	2	2	4			
Infection	Employees are advised to be inoculated against Blood Borne Viruses (BBV) and Tetanus- Refuse Collection Safety Handbook Gloves EN388 Refuse Safe System of Work						
Violence	Council Policy on Personal Safety and Violence to Staff PER/GEN/11	1	2	2			
Cuts / Bruises / Physical assault	In-house training / Safety training & DVD						

Traffic	Following PPE will be worn at all times : Safety Footwear EN345 Hi-Vis Clothing (Long sleeved Vest or Jacket & Trousers) EN471 Collection undertaken with flow of traffic at all times. No crossing of traffic lanes permitted – Statutory departmental instruction	2	5	10	The department has no control over the competency of other road users	2	5	10
RTA - Death								
Dust	Dust may be evident within landfill area particularly during dry weather. FFP2 Dust Masks and Eye Protection must be available and stored appropriately for employees.	1	2	2				
Infection								
Weather and Environment	Supervisors to be contacted via mobile phone and decision made on Route to be altered to eliminate the hazard and public will be updated via web team alert Crews have been trained, via Safe Working in Refuse and Recycling training programme in dynamic risk assessment to make on-site decisions regarding environment. Refuse Collection Safety Handbook	3	3	9				
High Winds / Flooding / Road and Footway surface conditions								

# Refuse Collection Handbook on Safety Instruction and Tool Box Talks

**DEVELOPMENT & INFRASTRUCTURE  
SERVICES**



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**ROADS & AMENITY SERVICES - STREETSCENE UNIT**

**REFUSE COLLECTION**



**SAFETY INSTRUCTIONS / TOOL BOX TALKS**

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# Licences

Goods Vehicles Operators Licence.

## GOODS VEHICLE OPERATOR'S LICENCE

THIS LICENCE MUST NOT BE ALTERED OR DEFACTED IN ANY WAY

Issued to:	Issued by:
ARGYLL & BUTE COUNCIL DEVELOPMENT & INFRASTRUCTURE SERVICES FLEET MANGEMENT 1A MANSE BRAE LOCHGILPHEAD PA31 8RD	Office of the Traffic Commissioner Scotland Level 6, the Stamp Office 10 Waterloo Place Edinburgh EH1 3EG 0300 123 9000

Goods Vehicle Standard National	Licence number: OM0011811 <b>NOT TRANSFERABLE</b>
---------------------------------	--

This licence is in force from:	01/09/1993
--------------------------------	------------

This licence will continue for as long as you continue to meet its terms. However, it will come to an end if you do not pay the necessary continuation fee by the date required. The licence may also face regulatory action including revocation if you operate outside its terms. You have paid for an initial period of five years, which starts with the date the licence was issued. The continuation fee must be paid before the end of the month before that five year period comes to an end and every five years after that. Please see note 1 for further details.

This document is an operator's licence issued under the Goods Vehicles (Licensing of Operators) Act 1995 (the Act). The undertakings recorded in this licence have been given by the licence holder and are considered to be material to the grant of the licence. In the case of a licence first issued before 1 January 1996, the recorded undertakings include statements of intent made by the operator.

The maximum number of motor vehicles and trailers authorised in accordance with section 6 of the Act is:

Motor vehicles	184
Trailers (inc semi-trailers)	3



Traffic Commissioner

# SEPA Registration as a professional collector and transporter of wastes

RECEIVED

Date: 24/2/14

Planning & Regulatory Services  
Kilmory HQ



Our Ref: PCT/N/3190  
Your Ref:

Argyll and Bute Council  
Kilmory Castle  
Kilmory Industrial Estate  
Lochgilphead  
Argyll  
PA31 8RT



21 February 2014

Dear Sirs

**REGISTRATION AS A PROFESSIONAL COLLECTOR AND TRANSPORTER OF WASTE  
CONTROL OF POLLUTION (AMENDMENT) ACT 1989  
THE CONTROLLED WASTE (REGISTRATION OF CARRIERS AND SEIZURE OF VEHICLES)  
REGULATIONS 1991  
THE WASTE MANAGEMENT LICENSING (SCOTLAND) REGULATIONS 2011**

Further to your recent written communication, I confirm that your details have been noted on our register of Professional Collectors and Transporters as follows:

**Name:** Argyll and Bute Council

**Registered  
Charity No:** N/A

**Principal address:** Kilmory Castle, Kilmory Industrial Estate, Lochgilphead, Argyll, PA31 8RT

**Business address:** see attached

SEPA does not issue a formal certificate for this type of registration but this letter is to confirm that you are registered as a professional Collector or Transporter under paragraph 12 of Schedule 4 of the Waste Management Licensing (Scotland) Regulations 2011.

Note: The registration as a Professional Collector and Transporter of waste is only applicable for charities or voluntary organisations, a Government Department or Council, a business who normally and regularly transports their own waste, carrying only Animal By-Products, carrying only Mines and Quarry waste or carrying only Agricultural Waste. If you do not fall into one of these categories then you need to be registered as a waste carrier, for example a business carrying other businesses waste must be registered as a waste carrier.

Should you have any queries regarding this matter please do not hesitate to contact the Registry Department at the address below.

Yours faithfully

Jaci Maclver  
Registry Officer



WCR-LETT-019

Chairman  
David Sigsworth  
Chief Executive  
James Curran

Dingwall Office  
Graesser House, Fodderty Way  
Dingwall Business Park, Dingwall IV15 9XB  
tel 01349 862021 fax 01349 863987  
www.sepa.org.uk

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Roads and Amenity Services  
High Street  
Bowmore  
PA43 7HP

Roads and Amenity Services  
The Roding  
Campbeltown  
PA28 6LU

Roads and Amenity Services  
Hamilton Street  
Dunoon  
PA23 7RE

Roads and Amenity Services  
Black Hill Depot  
Luss Road  
Helensburgh  
G84 9EE

Roads and Amenity Services  
Council Depot  
Kilmory Industrial Estate  
Lochgilphead  
PA31 8UR

Roads and Amenity Services  
Old Slaughterhouse  
Ruarigan Terrace  
Tobermory  
Isle of Mull  
PA75 6PF

Addition to SEPA form WCR-FRM003

Waste Management Licence for Moleigh, Ariogan, Oban.



## Waste Management Licence

Environmental Protection Act 1990 (as amended)

Waste Management Licensing Regulations 1994 (as amended)

Under Section 37 of the above Act, the Scottish Environment Protection Agency as Waste Regulation Authority, hereby gives notice of the modification of the conditions of the Waste Management Licence in the name of: Argyll and Bute Council In respect of: treating keeping and disposal of controlled waste in or on the site specified below.

Name and Address of Licence Holder:	Argyll and Bute Council Kilmory Lochgilphead Argyll PA31 8RT	Site:	Moleigh, Ariogan, By Oban, Argyll
		Licence No:	WML/W/20043
		O.S Grid Ref:	NM 869 268

With effect from the date hereof: 27 July 2000

The modification is as follows:-

The existing conditions of the above Waste Management Licence shall be deleted in total and replaced by the conditions contained in the attached schedule and shall take effect forthwith.

Signed C. Macdonald

Director West Region  
(or a person authorised to sign on his behalf) ✓

Date 27/7/00

**COPY**

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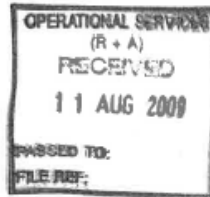


Waste Management Permit for Gartbreck Landfill Site, Isle of Islay.



Our Ref: PPC/A/1025163  
Your Ref:

Argyll and Bute Council  
Kilmory  
Lochgilphead  
Argyll  
PA31 8RT



FAO: Chief Executive

31 July 2009

Dear Sir

**POLLUTION PREVENTION AND CONTROL ACT 1999  
POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2000 ("the Regulations")  
APPLICATION BY: ARGYLL AND BUTE COUNCIL  
SITE: GARTBRECK LANDFILL SITE, BOWMORE, ISLE OF ISLAY  
ACTIVITY: LANDFILL SITE  
PERMIT REFERENCE NUMBER: PPC/A/1025163**

Further to your application for a permit under regulation 7 of the Regulations, I enclose your Permit.

Should you be unhappy with any of the conditions attached you have the right to appeal to the Scottish Ministers providing the conditions have not been applied as a result of a Direction to SEPA from Scottish Ministers. The procedures to be followed in the event of any appeal are set out in Regulation 22 and Schedule 8 to the Regulations. Your appeal must be made in writing to the Scottish Ministers no later than 31 January 2010 in accordance with the procedures specified in Schedule 8 of the above Regulations. A guidance note is attached to this letter for your assistance.

Particular attention should also be paid to the Explanatory Notes attached to the Permit

If you have any queries relating to this letter please contact Tony Thatcher at our Lochgilphead office, telephone 01546 602876.

Yours faithfully

Argyll & Bute Council

03 11/08 2009

Chief Executive's Unit

MANDY FRASER  
SENIOR REGISTRY OFFICER

Copy to:  
Walter MacArthur, Argyll & Bute Council, Manse Brae, Lochgilphead, Argyll, PA31 8RD



Chairman  
David Sigsworth  
Chief Executive  
Dr Campbell Gemell

Dingwall Office  
Graesser House, Fodderty Way  
Dingwall Business Park, Dingwall IV15 9XB  
tel 01349 862021 fax 01349 863987  
www.sepa.org.uk

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Waste Management Permit for Glengorm Landfill Site, Isle of Mull.

Permit Number: PPC/A/1022141

**SCOTTISH ENVIRONMENT PROTECTION AGENCY**

**Pollution Prevention and Control Act 1999**

**Pollution Prevention and Control (Scotland) Regulations 2000  
("the Regulations")**

**PERMIT TO OPERATE A 'PART A' INSTALLATION**

**Permit Number: PPC/A/1022141**

Operator: Argyll and Bute Council  
Kilmory  
Lochgilphead  
Argyll  
PA31 8RT

The Scottish Environment Protection Agency ("SEPA"), in accordance with Regulation 7 of the Regulations, hereby grants a permit to Argyll and Bute Council, of Kilmory, Lochgilphead, Argyll, PA31 8RT ("the Operator") to operate an installation, more particularly described in Schedule 1 of this permit, on a site at Glengorm Landfill Site, Glengorm Road, Tobermory, Isle of Mull more particularly described in said Schedule 1, subject to the requirements of the Regulations and to the conditions contained in the Schedules to this Permit.

Signed..... *Deirdre Blair*  
Authorised to sign on behalf of the  
Scottish Environment Protection Agency

Date: 10 October 2008

**Right of Appeal**

Under Regulation 22 of the Regulations you are entitled to appeal to the Scottish Ministers against any condition or conditions of this Permit within six months of the date of this Permit, except where SEPA has granted this Permit in implementation of a direction to SEPA of the Scottish Ministers. The bringing of an appeal will not have the effect of suspending the operation of the said condition or conditions. The procedures for the making of an appeal are set out in Schedule 8 of the Regulations.

PPC/A-1022141 - Permit - Glengorm LFS, Argyll

Scottish Environment Protection Agency

Waste Management Permit for Dalinlongart Landfill Site, Dunoon.

#abplace2b

**SCOTTISH ENVIRONMENT PROTECTION AGENCY**

**Pollution Prevention and Control Act 1999**

**Pollution Prevention and Control (Scotland) Regulations 2000  
("the Regulations")**

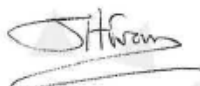
**PERMIT TO OPERATE A 'PART A' INSTALLATION  
(CONSOLIDATED)**

**Permit Number: PPC/A/1004280**

Operator: Shanks Argyll & Bute Limited  
16 Charlotte Square  
Edinburgh  
EH2 4DF

The Scottish Environment Protection Agency ("SEPA"), in exercise of its powers under Regulation 7(10) of the Regulations, has decided to consolidate Permit PPC/A/1004280 (as Varied by VN01) and hereby replaces those Permits with this consolidated Permit issued to Shanks Argyll & Bute Limited company registration number SC211187, having its registered office at 16 Charlotte Square, Edinburgh, EH2 4DF ("the Operator") to operate an installation, more particularly described in Schedule 1 of this Permit, on a site at Dalinlongart Landfill and Compost Site, Sandbank, Dunoon, more particularly described in said Schedule 1, subject to the requirements of the Regulations and to the conditions contained in the Schedules to this Permit.

With effect from the date below this Permit replaces Permit PPC/A/1004280 (as Varied by VN01).



Signed  
Authorised to sign on behalf of the  
Scottish Environment Protection Agency

Date: 25 February 2014

Right of Appeal

There is no right of appeal against the conditions of a Permit consolidated under Regulation 7(10) of the Regulations however this does not affect any existing right of appeal against any variation notice relating to the Permit(s) being replaced. For the avoidance of doubt the Permit is consolidated subject to the same conditions as the Permit(s) being replaced.

Scottish Environment Protection Agency

#abplace2b

Waste Management Licence for Westlands Transfer Station, Isle of Bute.

PUBLIC REGISTERED  
COPY



## Waste Management Licence

Environmental Protection Act 1990 (as amended)

Waste Management Licensing Regulations 1994 (as amended)

Under Sections 35 and 36 of the above Act, the Scottish Environment Protection Agency as Waste Regulation Authority, hereby grants a Waste Management Licence to:

Name and Address of Licence Holder	ARGYLL AND BUTE COUNCIL KILMORY LOCHGILPHEAD ARGYLL PA31 8RT
Site	LARKHALL LANDFILL SITE & WESTLAND ROAD TRANSFER STATION, ROTHESAY, ISLE OF BUTE, ARGYLL
Licence No	WML/W/20041
O.S. Grid Ref	NS 076 648

authorising the treating keeping and disposal of controlled waste of the types and quantities specified in the attached conditions, in or on the site above specified.

This Licence is granted subject to the conditions contained in the Schedule of Conditions attached and signed as relative hereto and effective from the date hereof.

Signed C. MacDonald

Director West Region  
(or a person authorised to sign on his behalf)

Date 20/8/99

Waste Management Permit for Lingerton Landfill Site, Lochgilphead.

SCOTTISH ENVIRONMENT PROTECTION AGENCY

Pollution Prevention and Control Act 1999

Pollution Prevention and Control (Scotland) Regulations 2000  
("the 2000 Regulations")

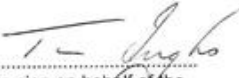
Landfill (Scotland) Regulations 2003 ("the 2003 Regulations")

PERMIT TO OPERATE A NON-HAZARDOUS WASTE LANDFILL INSTALLATION

Permit Number: PPC/A/1004281

Operator: Shanks Argyll and Bute Ltd  
211 Blochairn Road  
Blochairn  
Glasgow  
G21 2RL

The Scottish Environment Protection Agency ("SEPA"), in accordance with Regulation 7 of the 2000 Regulations, hereby grants a permit to Shanks Argyll and Bute Ltd, company registration number SC211187 having its registered office at 211 Blochairn Road, Blochairn, Glasgow, G21 2RL ("the Operator") to operate an installation, more particularly described in Schedule 1 of this permit, on a site at Lingerton Landfill Site, Lochgilphead, Argyll, PA31 8RR more particularly described in said Schedule 1, subject to the conditions contained in the Schedules to this Permit.

Signed.....  
Authorised to sign on behalf of the  
Scottish Environment Protection Agency

Date: 30 March 2007

Right of Appeal

Under Regulation 22 of the Regulations you are entitled to appeal to the Scottish Ministers against any condition or conditions of this Permit within six months of the date of this Permit, except where SEPA has granted this Permit in implementation of a direction to SEPA by the Scottish Ministers. The bringing of an appeal will not have the effect of suspending the operation of the said condition or conditions. The procedures for the making of an appeal are set out in Schedule 8 of the 2000 Regulations.

Waste Management Permit for Gott Bay Landfill Site, Isle of Tiree.

Reference Number: PPC/A/1008888/VN02

**SCOTTISH ENVIRONMENT PROTECTION AGENCY**  
**POLLUTION PREVENTION AND CONTROL ACT 1999**  
**POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2000**  
**("THE REGULATIONS")**

**NOTICE OF VARIATION TO PERMIT**

**PERMIT No: PPC/A/1008888 (As Varied)**

**To: Argyll and Bute Council**

**Address: Kilmory  
Lochgilphead  
Argyll  
PA31 8RD**

The Scottish Environment Protection Agency ("SEPA"), in exercise of its powers under Regulation 13(5) of the Regulations, hereby gives you notice that it has decided to vary permit number PPC/A/1008888 (As Varied) granted under Regulation 7 of the Regulations in respect of the operation of an installation on a site at Gott Bay Landfill Site, Gott Bay, Isle of Tiree, PA77 6TN.

The variations are specified in the Schedule to this notice and take effect on 24 January 2012.

  
.....  
Authorised to sign on behalf of the  
Scottish Environment Protection Agency

Date: 24 January 2012

**Right of Appeal**

Under Regulation 22 of the Regulations you are entitled to appeal to the Scottish Ministers against the terms of this Notice within two months of the date of this Notice, except where SEPA has served this Notice to implement a direction to SEPA of the Scottish Ministers. The bringing of an appeal will not have the effect of suspending the operation of this Notice. The procedures for the making of an appeal are set out in Schedule 8 of the Regulations.



#abplace2b

Waste Management Licence for The Roadings Transfer Station, Campbeltown.



## Waste Management Licence

Environmental Protection Act 1990 (as amended)

Waste Management Licensing Regulations 1994 (as amended)

Under Sections 35 and 36 of the above Act, the Scottish Environment Protection Agency as Waste Regulation Authority, hereby grants a Waste Management Licence to:

Name and Address of Licence Holder	ARGYLL AND BUTE COUNCIL KILMORY LOCHGILPHEAD ARGYLL
Site	PA31 8RT THE ROADING TRANSFER STATION / CIVIC AMENITY FACILITY, CAMPBELTOWN, ARGYLL.
Licence No	WML/W20042
O.S. Grid Ref	NR 71412084

authorising the treating and keeping of controlled waste of the types and quantities specified in the attached conditions, in or on the site above specified.

This Licence is granted subject to the conditions contained in the Schedule of Conditions attached and signed as relative hereto and effective from the date hereof.

Signed ..... *C. MacDonnell* .....

**Director West Region**  
(or a person authorised to sign on his behalf)

Date ..... *25/11/13* .....

#abplace2b

Waste Management Licence for Blackhill Civic Amenity Site.



**WASTE MANAGEMENT LICENCE**

**Site: Blackhill Civic Amenity  
and Recycling Site,  
Helensburgh**

**Licence No: WML/W/22019**

#abplace2b

Waste Management Permit for Barr Environmental Auchencarroch Landfill Site,  
Alexandria.

SCOTTISH ENVIRONMENT PROTECTION AGENCY

Pollution Prevention and Control Act 1999

Pollution Prevention and Control (Scotland) Regulations 2000  
("the 2000 Regulations")

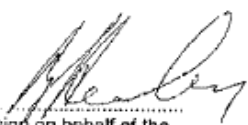
Landfill (Scotland) Regulations 2003 ("the 2003 Regulations")

PERMIT TO OPERATE A NON-HAZARDOUS WASTE LANDFILL INSTALLATION

Permit Number: PPC/W/20026

Operator: Barr Environmental Ltd

The Scottish Environment Protection Agency ("SEPA"), in accordance with Regulation 7 of the 2000 Regulations, hereby grants a permit to Barr Environmental Ltd, company registration number 60281 having its registered office at 100 Inchinnan Road, Paisley, Renfrewshire, PA3 2RE ("the Operator") to operate an installation, more particularly described in Schedule 1 of this permit, on a site at Auchencarroch Landfill Site, Auchencarroch Road, Jamestown, West Dunbartonshire, more particularly described in said Schedule 1, subject to the conditions contained in the Schedules to this Permit.

Signed.....  
Authorised to sign on behalf of the  
Scottish Environment Protection Agency

Date: 8 September 2004

Right of Appeal

Under Regulation 22 of the Regulations you are entitled to appeal to the Scottish Ministers against any condition or conditions of this Permit within six months of the date of this Permit, except where SEPA has granted this Permit in implementation of a direction to SEPA by the Scottish Ministers. The bringing of an appeal will not have the effect of suspending the operation of the said condition or conditions. The procedures for the making of an appeal are set out in Schedule 8 of the 2000 Regulations.

Scottish Environment Protection Agency

100/1000

To: 01546686443

BARR ENVIRONMENTAL

23-JUN-2010 09:46 FAX: 01226700000

#abplace2b

# Final Destination

## Final destination of waste materials.

FacilityName	FacilityAddress	FacilityPostCode	FacilityLicence	Material
John R Adam & Sons Ltd	Riverside Berth, King George V Dock, Renfrew Road, Glasgow, Scotland	G51 4SD	PPC/A/1123280	Other Scrap metal Automotive batteries
Nathans Waste Savers Ltd	13, Winchester Avenue, Denny, Stirlingshire	FK6 6QE	WML/XS/1081733	Textiles only
William Tracey Ltd	49 Burnbrae Road, Linwood Industrial Estate, Linwood	PA3 3BD	WML/W/0020110	Wood
Shanks Argyll And Bute Ltd	Lingerton Landfill Site, Lochgilphead	PA31 8RR	PPC/A/1004281	Rubble
Shore Recycling Ltd	Friarton Bridge Park, Friarton Road, Perth, Perthshire	PH2 8DD	PPC/A/1035205	Post consumer, non automotive batteries WEEE - Large Domestic App WEEE - Small Domestic App WEEE - TVs & Monitors WEEE - Fridges & Freezers Post consumer, non automotive batteries WEEE - Large Domestic App WEEE - Small Domestic App WEEE - TVs & Monitors WEEE - Fridges & Freezers
WEEE Solutions Ltd	Agility Plant, 69 Burnbrae Drive, Linwood, Paisley	PA3 3BW	WML/L/1083066	WEEE - Small Domestic App WEEE - TVs & Monitors WEEE - Small Domestic App WEEE - TVs & Monitors
Viridor Waste Management Limited	Newhouse Glass Recycling Facility, Motherwell Road, Newhouse	ML1 5ST	WML/L/1117120	Mixed glass
Safetykleen UK Ltd	Unit 1/2, Building 5, Lissue Industrial Estate, Moira Road, Lisburn, Co. Antri	BT28 2RF	WML 35/02 LN/07/23	Mineral Oil
Doherty and Lafferty Ltd	Dalreoch Yard, Dennystoun Forge, Dumbarton.	G82 4BN	WML/W/0220093	Car tyres
Sandpoint Marina	Sandpoint ,Woodyard Road, Dumbarton	G82 4BG	WML/XC/11826639	Rubble
UK Rubber Ltd	20 Anderson Street ,Airdrie, Lanarkshire	ML6 0AA	WML/L/1187102	Car tyres
Roading Recycling Centre	13 The Roading, Campbeltown	PA28 8LU	WML/W/0020042	Furniture
Shanks Argyll and Bute Ltd	Moleigh Transfer Station, Ariogan, Oban	PA34 4QR	WML/W/0020043	Furniture
Enva	49 Burnbrae Road, Linwood Industrial Estate, Linwood	PA3 3BD	WML/W/0020110	Co mingled materials
Berrymans	Port of Tilbury, Tilbury Freeport, Tilbury, Essex	RM18 7EH	EPR/JE5387AJ/A001	Mixed glass
Energen Biogas Ltd	2 Dunnswood Road, Wardpark South, Cumbernauld	G67 3EN	PPC/A/1081847	Waste food only
Forth Resource Management Ltd	East Fenton, North Berwick, East Lothian	EH39 5AH	WML/L/1023508	Green garden waste only
GP Plantscape	Newhousemill Road, Blantyre	G74 2LF	PPC/A/1038376	Green garden waste only
Argyll and Bute Council	Shanks Argyll And Bute Ltd, Lingerton Landfill Site, Lochgilphead	PA31 8RR	PPC/A/1004281	
Barr Environmental Ltd	Skares Road, Garlaff, Cumnock, East Ayrshire	KA18 2RB	PPC/W/0020019	
Argyll and Bute Council	Shanks Argyll And Bute Ltd, Lingerton Landfill Site, Lochgilphead	PA31 8RR	PPC/A/1004281	
Argyll and Bute Council	Gott Bay Landfill Site, Isle Of Tiree	PA77 6TN	PPC/A/1008888	
Argyll and Bute Council	Gartbreck, Bowmore, Isle Of Islay	PA43 7JG	PPC/A/1025163	
Argyll and Bute Council	Glengorm Landfill Site, Tobermory, Isle Of Mull	PA67 6DL	PPC/A/1022141	
Barr Limited	Auchencarroch Landfill Site,West Dunbartonshire	G83 9LU	PPC/W/0020026	
Shanks Argyll & Bute Limited	Dalinalongart Quarries, Sandbank, Dunoon, Argyll	PA23 8RD	PPC/A/1004280	
Argyll and Bute Council	Shanks Argyll And Bute Ltd, Lingerton Landfill Site, Lochgilphead	PA31 8RR	PPC/A/1004281	
Argyll and Bute Council	Shanks Argyll And Bute Ltd, Lingerton Landfill Site, Lochgilphead	PA31 8RR	PPC/A/1004281	
Barr Limited	Auchencarroch Landfill Site,West Dunbartonshire	G83 9LU	PPC/W/0020026	
A W Jenkinson Woodwaste	Carriden Ind Est,Bridgeness Rd, Bo'Ness, West Lothian	EH51 9LH	WML/E/0020202	Wood
Barr Limited	Auchencarroch Landfill Site,West Dunbartonshire	G83 9LU	PPC/W/0020026	

#abplace2b

## Further Information

### Waste Data Information

The Scotland's Environment Waste Discover Data tool presents waste from all sources, i.e. from households, the construction and demolition sector, and from commerce and industry. The tool shows a break-down of waste types from 2011 onwards and the trend for Scottish waste landfilled since 2005. All data can be exported to Excel if required.

<https://www.sepa.org.uk/environment/waste/waste-data/waste-data-reporting/waste-data-for-scotland/>

WasteDataFlow is the web based system for municipal waste data reporting by UK local authorities to government. Members of organisations or the public can [register here](#) to access published data.

<https://www.wastedataflow.org/>

### What Happens to My Recyclate

By recycling more, we're helping Scotland meet its ambitious target of recycling 70% of all waste by 2025. As we recycling more we are helping to reduce carbon emissions and tackle climate change - it takes less energy to make recycled products than using raw materials. Here's how to check all the things you can [put in your recycling](#). But what happens to the plastic, tins, card, and paper once your recycling is lifted?

Our short video explains the journey your recycling takes when it leaves your home through being sorted and being made ready to become a new product at a re-processing plant.

[What happens to your recycling? \(argyll-bute.gov.uk\)](https://www.argyll-bute.gov.uk/what-happens-to-your-recycling/)

# Argyll and Bute Council Terms and Conditions



## COMMERCIAL WASTE SERVICES – TERMS AND CONDITIONS (2020/21 version 1.0)

### 1. CUSTOMER

Argyll and Bute Council (The Council) Terms and Conditions define the 'Customer' as the occupier of the premises which has requested the Council to collect commercial waste from the premises. The Council will collect the commercial waste from the premises subject to the Customer complying fully with the following terms and conditions:

#### SERVICE AND CHARGES

The Customer shall place the commercial waste into wheeled bins in accordance with the requirements of the Council's kerbside recycling bin service.

- (a) The Customer shall specify the level of service they require to the Council at the commencement of the contract. The Customer acknowledges that the contract between the Council and the Customer shall subsist from the date on which the Customer requests the Council collect the commercial waste from the premises until the following 31<sup>st</sup> March, and twelve monthly thereafter.
- (b) The Council will issue an invoice to the Customer in respect of the charge for the collection and disposal of the commercial waste for the full twelve month period, or for the period to the following 31<sup>st</sup> March from the date that the contract is entered into, as appropriate. A Council invoice or Direct Debit advance notice and waste transfer note will be issued annually covering the period 1<sup>st</sup> April to 31<sup>st</sup> March or after any changes to service. The Customer shall, within 21 days of the date of issue of the invoice, pay to the Council the charge for the collection and disposal of the commercial waste. The charge may be paid to the Council by the Customer by such means as is advised on the invoice. The Council may commence proceedings for recovery of the charge with immediate effect if payment is not timeously received.

All waste collected and disposed of by the Council shall be charged to the Customer at the rates current at the time of such collection and disposal as detailed on the Council's web site and are inclusive of landfill tax at current rates.

Contracts are, as standard, entered into for the provision of a waste collection and disposal service by the Council on an annual basis. A part year service can be provided on request provided that the period of service requested is of no less than one whole quarter comprising the months; of April to June; July to September; October to December; or January to March.

### 2. VAT

The Customer accepts that the Council is obliged by HM Revenue and Customs to apply standard VAT charges where applicable i.e. private waste contracts with council acting as a sub-contractor. This tax can be increased or decreased in any future budget by Scottish government amending the rates and



settling the implementation date. The Customer accepts that this element of the charge may be subject to change by government.

### 3. LANDFILL TAX

The Customer accepts that the Council is obliged to recover all tax due to Customs and Excise for waste which is landfilled and the tax element is a component of the charge paid by the Customer to the Council for the collection and disposal of commercial waste. This tax can be increased at any future budget with the Chancellor settling levels and commencement date. The Customer accepts that this element of the charge may be subject to change by government.

### 4. COLLECTION DAY(S)

The Council shall advise the Customer of the day(s) of collections. Permanent changes to collection dates can be made following the Council giving 30 days notice in writing to the Customer.

### 5. CUSTOMER RESPONSIBILITIES

- (a) The Customer shall be responsible for the supply and provision of a wheeled bin(s) of such capacity to allow compliance with the "Duty of Care" (see Duty of Care – A Code of Practice. <https://www2.gov.scot/resource/0040/00404095.pdf>.) Unable to open this link. The Customer shall ensure that waste is placed for uplift in appropriate bin(s), with the lid closed, and positioned at the edge of the foot pavement or at the nearest agreed point on the collection route. The Customer shall avoid excessive compaction of waste which may pose problems when bins are being emptied. Bins must be placed out for collection by 6.00am on collection day. If the Customer misses a collection and wishes their waste to be uplifted prior to the next agreed collection day, there may be an additional charge applied assuming such a collection can be accommodated, this would be at the Council's discretion. Bins should be presented to the kerbside on the agreed day(s) with the handles facing outwards towards the road.
- (b) The Customer shall keep wheeled bin(s) in a safe and clean condition. The Council may refuse to handle any wheeled bin not in such a condition.
- (c) The Customer shall, as soon as practicable after collection, remove the wheeled bin(s) from the collection point and return them to their premises in order to avoid any possible danger or nuisance to the general public.
- (d) The Customer shall attach and display a valid Argyll and Bute commercial waste sticker to each bin in order to ensure collection. If there is no sticker present the Council will not uplift the bin/s. Stickers may be obtained by the Customer from the Council. (should we not list which dept to contact here?)
- (e) The Customer shall ensure that the lids are closed on all bins presented for collection. Any wheeled bin with an open lid, due to overfilling of refuse / recycle within, will not be uplifted by the Council. No excess refuse (i.e. refuse presented for collection out with the bin) will be uplifted by the Council unless by prior arrangement and only in extreme circumstances.
- (f) Customers shall segregate recyclates (currently paper, envelopes, cardboard, food tins and drinks cans, aerosol cans, plastic bottles/pots/tubs/trays, cardboard based food and drinks cartons (Tetrapaks) and must use the recycling bin which the council can provide, to secure their division from landfill.
- (g) The Customer shall ensure that their residual bins do not contain any specified recyclable materials. Residual bins will NOT be uplifted by the Council if they contain any such specified recyclable materials.

- (h) The Customer must ensure that only specified recyclable materials are deposited in the recycling bin. A contaminated recycling bin will NOT be collected. The Council will apply a notification to a recycling bin to alert customers of a contamination problem.
- (i) The Customer will be responsible for ensuring that any contamination to their recycling bin is removed before the bin(s) will be uplifted.
- (j) The Customer must ensure that no Industrial Waste, Hazardous Waste, Special Waste or Animal-by-products are put into any bins for collection. These wastes cannot be accepted for collection by the Council.
- (k) The Customer shall free and relieve the Council from all claims for loss, injury or damage arising from or in connection with the Customers negligence in dealing with the bins/waste or breach of the terms and conditions.

#### **6. ENTRY TO PREMISES**

The Council's employees shall not, unless specifically instructed to do so by the Council, enter any premises for the purposes of collecting commercial waste or returning empty wheeled bins or receptacles. The Council accepts no responsibility or liability whatsoever for any claims in respect of loss, injury or damage occasioned by any employees of the Council so doing unless due to negligence on the part of these employees.

#### **7. TERMINATION OF SERVICE**

- (a) The Council reserves the right to amend the commercial waste collection service it provides to the Customer subject to thirty days prior notice of the proposed change being intimated in writing to the Customer.
- (b) The Customer shall give thirty days notice to the Council in writing immediately it desires to discontinue or vary the commercial waste collection service provided to it by the Council. Failing notice having been given by the Customer in accordance with this clause, notwithstanding that no waste is placed out for collection, the Council shall continue to deliver the service and the Customer shall continue to be liable for charges in respect of the same. . Requested changes will apply on 1<sup>st</sup> day of the month with admin discretion to apply 30 day notice period.

#### **8. PUBLIC HOLIDAYS**

Collection of waste shall not ordinarily be undertaken by the Council on the following statutory and other holidays, Christmas Day, Boxing Day, New Year's Day and 2<sup>nd</sup> January.

#### **9. EMERGENCY SITUATIONS**

The Council expressly reserves the right to withdraw the waste collection service without notice in the event of war or other emergency, civil commotions, riot strikes, adverse weather conditions, machinery failure or other circumstances out with its control. No refund of charges will be given to the Customer by the Council in the event of the loss of service for the reasons detailed. The Council will take all practical measures, as soon as it is deemed safe to do so, to catch up with any outstanding collections in the event of any of the circumstances mentioned.

#### **10. COMMERCIAL BINS**

The Customer shall only use grey bins for general waste commercial waste products and blue bins for recycling. Where service is available for glass and food waste, separate bins will be provided on loan to

Customers by the Council. IMPORTANT the Council only provide glass and food services in areas where it is viable to do so, not all areas will be offered this service. Blue bins will also be provided on loan to customers for recyclable waste. Grey bins must be provided by commercial customers. Customers can purchase grey bins directly from the Council (other suppliers are available for these products). Delivery of new bin purchases can take a number of weeks as these are dependent on external supply chains, this is unfortunately out with the Council's control. Only when all bins are in situ at the Customers premises can service begin. Should a Customer initiate a contract prior to appropriate bins being in place, charges may be applied for this service. IMPORTANT, customers should ensure they have appropriate bin(s) in location prior to ordering collection service.

Bins should be presented to the kerbside on the agreed day(s) with the handles facing outwards towards the road.

#### **11. BED AND BREAKFAST PROPERTIES / SELF CATERING AND HOLIDAY HOMES**

Bed and Breakfast properties paying Council Tax will be permitted one domestic bin without overloading and blue recycling bin(s) as with other domestic properties, any overloading of waste will result in a commercial contract to be arranged. If the bed and breakfast is paying non-domestic rates they must be charged commercial rates. Recycling services must also be offered to these properties.

Self-catering properties, playing Council Tax may place waste in a non-recyclable waste bin without overloading and is serviced by the Council's Domestic Service, no extra charges will be made.

Non-Domestic Rates Self Catering property which requires its own service this will be charged at the commercial rate and the property will be issued with a grey bin only. Recycling services must also be offered to these properties. If the waste from this type of property can be contained within the home owners own household bin then no charge should be levied.

The Council reserves the right to consult with the Non Domestic Rates section to verify if a property is listed in their records.

#### **12. ADDITIONAL WASTE**

Any additional waste can be presented for uplift only if presented in tied pre-paid sacks supplied by the Council and with advance agreement.

#### **13. NEW, CHANGED OR CANCELLED SERVICES**

The Customer should request a new, changed or cancelled request for commercial waste services via the Council's website. An appropriate service will be agreed between the Council and the Customer once applications are made for new or changed services. On payment of new or changed services the Council will issue a waste transfer note to the Customer. The Customer shall return a signed copy of the waste transfer note to the Council for their records.