**Pollution Prevention and Control (Scotland) Regulations 2012**

**Application to Surrender or Partially Surrender a Landfill Part A Permit**

**[PPC-A-F-Var(L)]**

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

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

# How we use your personal information

Under the Data Protection Act 2018 (DPA 2018), we must have a legal basis for processing your information – in this case, processing personal information is necessary to perform our statutory duties (‘Public Task’).

Some of the ways in which we collect and use the information may be through:

* granting and administering of authorisations and maintaining registers
* investigating environmental complaints
* undertaking formal enforcement action
* maintaining our own accounts and records

The personal information we collect, and use may include the following: name; address, including postcode; email address and telephone number. SEPA is required, by law, to organise and maintain public registers, and make these registers available for public inspection.

We do this by collecting and using the personal information that applicants (or their agents) share in their applications for SEPA authorisations including permits.

After the application form has been processed, some of the information from the form is added to the public register and becomes available for public inspection. Personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g., for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the [SEPA Data Protection Policy.](https://www.sepa.org.uk/media/162623/bps003-data-protection-policy.pdf)

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at: [sepa.org.uk/help/privacy-policy/](http://www.sepa.org.uk/help/privacy-policy/)

# Introduction to Pollution Prevention & Control (PPC) Part A Permitting

## When to use this form

Use this form to apply to surrender or partially surrender a permit to operate a Part A landfill installation. If any non-landfill activities listed in any section of Part 1 of Schedule 1, or Schedule 2 of the PPC Regulations are to be surrendered, these activities should also be included in your application.

This application form should **not** be used to notify SEPA of landfill closure, only of final surrender of the permit.

## Why SEPA requires the information requested

The information provided will be used to determine your application. This includes assessing the requirements of regulation 48 of the PPC 2012 Regulations and Part II, Regulation 17 (6) of The Landfill (Scotland) Regulations 2003, have been met.

## Before you start to fill in the form

For an overview of the requirements of the PPC Regulations and the Part A application process, please refer to SEPA guidance “[IED-PPC-TG4 – A practical guide for Part A activities](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf)”.

SEPA will not accept an application to surrender a landfill permit where active control measures requiring ongoing management and maintenance are still required.

It is important to note that guidance can be found in many sources:

* [SEPA landfill page](https://www.sepa.org.uk/regulations/waste/landfill/#:~:text=Technical%20guidance%201%20Guidance%20on%20monitoring%20of%20landfill,technical%20guidance%20note%20on%20capping%20for%20landfill%20sites) contains links to a variety of landfill specific guidance.
* [SEPA PPC guidance webpage](https://www.sepa.org.uk/regulations/pollution-prevention-and-control/guidance/) which contains guidance on a wide range of subjects from PPC, site reports, monitoring, noise, odour, best available techniques and sector specific guidance.
* If your proposed installation will be carrying out Waste Management Activities useful guidance may be found on our [waste webpages](https://www.sepa.org.uk/regulations/waste/guidance/)
* If your proposed installation will involve any discharges to water, further information can be found in our [water pollution control webpages](https://www.sepa.org.uk/regulations/water/pollution-control/pollution-control-guidance/).

We strongly recommend that you contact SEPA’s Landfill Regulation Team ([landfill@sepa.org.uk](mailto:landfill@sepa.org.uk)) early in the process of developing your surrender application to discuss your proposals. Officers can direct you towards the relevant technical guidance you are required to comply with, avoiding delays during the determination process.

## Which parts of the form do I need to complete

Sections 1 to 11 of the form should be completed by all applicants. Appendix 1 contains further information on what should be included in a Hydrogeological Risk Assessment.

## When submitting information

Please ensure the following:

* All documents submitted with your application are clearly labelled.
* An appropriate reference to each document is entered in each relevant part of your application form.
* Any continuation sheets are clearly labelled and that an appropriate reference to these is entered in each relevant part of your application form.
* All documents created by you or on your behalf and submitted with your application include a date and version number.

## Application fee

Application fees are published in SEPA’s Charging Scheme, which is updated annually.

Please see our Charging Scheme and associated guidance for further information.

## Where to apply

Please return this form together with all supporting information and correct payment, by email to: [registry@sepa.org.uk](mailto:registry@sepa.org.uk) or to the following address:

SEPA

Angus Smith Building

6 Parklands Avenue

Motherwell

ML1 4WQ

We recognise that an application to surrender a Part A permit requires a lot of supporting information. SEPA’s Registry team can accept emails up to 100 MB. If your application is larger than this, please contact us to discuss suitable arrangements for submission of your application.

## After you apply

You will receive confirmation that we have received your application.

For landfill queries please contact: [landfill@sepa.org.uk](mailto:landfill@sepa.org.uk)

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| **Section 1: About the operator** | | |
| **Guidance note:**  The operator is the person who has control over the operation of the installation or plant. | | |
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| **1.1** | **Please provide details of the operator below:** | |
| Contact Name: | |  |
| Registered name (if applicable): | |  |
| Company number (if applicable): | |  |
| Address: | |  |
| Postcode: | |  |
| Phone number: | |  |
| Email address: | |  |
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| **Section 2: Authorised contact** | | |
| **Guidance note:**  The authorised contact is the person authorised to be contacted by us in relation to your application. This can be an agent or a consultant with the relevant authority to act on your behalf. | | |
|  | | |
| **Please provide the information requested below:** | | |
| **2.1** | **Who can we contact about your application?** | |
| Name: | |  |
| Company (if different to applicant): | |  |
| Position: | |  |
| Address: | |  |
| Postcode: | |  |
| Phone number: | |  |
| Email: | |  |

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| Section 3: About your authorisation | | | | | | | | | | | | | |
| **Guidance note:**  For further information please refer to SEPA guidance [IED-PPC-TG4 – A practical guide for Part A activities](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf). | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Please provide the information requested below: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **3.1** | **Details of your authorisation** | | | | | | | | | | | | |
| Permit number: | |  | | | | | | | | | | | |
| Previous variations: | |  | | | | | | | | | | | |
| Name of installation: | |  | | | | | | | | | | | |
| Address: | |  | | | | | | | | | | | |
| Postcode: | |  | | | | | | | | | | | |
| National Grid Reference:  [NGR Tool (sepa.org.uk)](https://map.sepa.org.uk/ngrtool/) | |  |  |  |  |  |  |  |  |  |  |  |  |
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| Section 4: About your pre-application discussion | | | |
| **Guidance note:**  Early engagement with SEPA is strongly recommended and pre-application discussions with SEPA can help to ensure that the application you submit is complete and duly made, and to avoid potential delays in the determination process.  If your application relates to a surrender of a landfill authorisation, please contact SEPA’s landfill team. | | | |
|  | | | |
| Please provide the information requested below: | | | |
|  | | | |
| **4.1** | **Pre-application discussions:** | | |
| If you have had any pre-application discussions with us before submitting your application, please provide the name of the officer discussions were held with and provide a summary of the discussions on a separate sheet: | | | |
| Officer Name: | |  | |
| Document reference: | |  | |
|  | | | |
| **4.2** | **Have there been any changes to your proposal since these discussions?** | | |
| Please choose ‘Yes’ or ‘No’: | | | Choose an item. |
| If ‘**Yes’**, highlight changes made since initial pre-application discussions. | | |  |

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| **Section 5: About the proposed surrender** | | | |
| **Guidance Note:**  A full surrender is the surrender of the permit in its entirety.  A partial surrender is the surrender of some of the permit.  For further information please refer to SEPA guidance IED-PPC-TG4 – A practical guide for Part A activities and IED-TG-02 PPC Technical note 2 (Site Reports) | | | |
|  | | | |
| **Please provide the information requested below:** | | | |
| **5.1** | **Is this an application for a full or a partial surrender?** | | |
|  | | Tick one: |  |
| Full Surrender | |  | Go to section 6. |
| Partial Surrender | |  | Continue with section 5. |
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| **5.2** | **For partial surrenders please complete Tables 5.1 & 5.2 below detailing which existing permitted activities have ceased operating as part of the partial surrender:** | | | | | |
| **Guidance note:**  For further information please see our guidance documents.   * SEPA guidance IED-PPC-TG4 PPC Part A Installation: Guide for Applicants   **Table 5.1:**   * Column 1: Identify all currently regulated activities stated in the permit. * Column 2: Provide the legislative reference for the activity. * Column 3: Please indicate which activities have ceased as part of this partial surrender.   **Table 5.2:**   * Column 1: Identify all currently defined Directly Associated Activities stated in the permit. * Column 2: Please indicate which activities have ceased as part of this partial surrender | | | | | | |
|  | | | | | | |
| **Table 5.1: Activities in the Stationary Technical Unit:** | | | | | | |
| Activities In the Stationary Technical Unit | | PPC Schedule 1 or 2 Reference | Has this activity ceased as part of the partial surrender? | | | |
| EXAMPLE: Landfill of non-hazardous waste | | Schedule 1, Section 5.2, Part A | Yes |  | No |  |
|  | |  | Yes |  | No |  |
|  | |  | Yes |  | No |  |
|  | |  | Yes |  | No |  |
|  | |  | Yes |  | No |  |
|  | |  | Yes |  | No |  |
|  | |  | Yes |  | No |  |
|  | |  | Yes |  | No |  |
|  | | | | | | |
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| **Table 5.2: Directly Associated Activities:** | | | | | | |
| Directly Associated Activity | | | Has this activity ceased as part of the partial surrender? | | | |
| EXAMPLE: Composting of waste | | | Yes |  | No |  |
|  | | | Yes |  | No |  |
|  | | | Yes |  | No |  |
|  | | | Yes |  | No |  |
|  | | | Yes |  | No |  |
|  | | | Yes |  | No |  |
|  | | | Yes |  | No |  |
|  | | | Yes |  | No |  |
|  | | | Yes |  | No |  |

| **5.3** | **Provide a revised site map and plan showing the proposed location of the new installation boundary.** | |
| --- | --- | --- |
| **Guidance note:**  The site boundary and installation boundary may not necessarily be the same. If this is a multi-operator installation each operational area must be demarcated in a different colour.    The plan will be used in the permit, and potentially on our GIS system, and should contain the following:   * Preferably be submitted in one of the following digital image formats; .EPS or .SVG vector file. * Should clearly identify the site boundary and installation boundary. * Have a scale and have north clearly marked. * Should be clearly dated and have a version number. | | |
| Document reference: | |  |
|  | | |
| **5.4** | **Provide a written description of all changes to the site and the processes resulting from the proposed partial surrender.** | |
| Document reference: | |  |
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| Section 6: Surrender Risk assessment (for surrenders involving landfilled land) | | | |
| **Guidance Note:**  The Landfill (Scotland) Regulations 2003, Part II, Regulation 17 (6) indicates that PPC landfill authorisations can only be surrendered (completely or partially) if the landfill (or the relevant part of it) is not likely to cause a hazard to the environment.  Landfills are expected to go through definite closure and after care phases prior to applying for surrender. The duration of the after care phase required will vary between sites, depending on the nature of the waste accepted by the landfill, the landfill engineering and operation, and the environmental setting.  SEPA will not accept an application to surrender a landfill permit where active control measures, requiring ongoing management and maintenance, are still required.  The surrender application needs to demonstrate that the residual risks posed by the landfill to the environment and human health at the end of the aftercare period after active control measures cease are acceptable.  Please use the checklists below to ensure all relevant information is included in your application. | | | |
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| **Please provide the information requested below:** | | | |
| **6.1** | **Site plan(s) showing:** | | |
|  | | | Document Reference: |
| Installation boundary | | |  |
| Phases of landfilling and landfill phase/cell geometries | | |  |
| Locations of any associated activities | | |  |
| Monitoring locations | | |  |
| Associated infrastructure proposed to remain in situ at surrender (e.g. drainage, access roads etc) | | |  |
|  | | | |
| **6.2** | **A summary of the site history** | | |
|  | | | Document Reference: |
| Overview of site history, including any pre-PPC phases of landfilling | | |  |
| Description of activities, including any former activities that took place within the permit installation boundary | | |  |
| Details of waste types and quantities | | |  |
| Any pollution incidents or non-compliance issues | | |  |
|  | | | |
| **6.3** | **An overview of each phase or cell of the landfill:** | | |
| **Guidance Note:**  Please note it is acceptable to cross-reference relevant CQA reports. | | | |
|  | | | Document Reference: |
| Key dates (e.g. date constructed, dates operational, date capping completed) | | |  |
| Details of waste types and quantities | | |  |
| Details of engineering, including:  i. Lining system  ii. Leachate collection system  iii. Capping  iv. Underdrainage (if applicable) | | |  |
| Restoration details | | |  |
| As-built drawings (plan view & cross-sections) | | |  |
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| **6.4** | **An overview of the environmental setting:** | | |
|  | | | Document Reference |
| Land use of site immediately following the point of surrender | | |  |
| Surrounding land use | | |  |
| Geology | | |  |
| Water environment | | |  |
| Designated sites | | |  |
|  | | | |
| **6.5** | **A summary of environmental monitoring, including interpretation of spatial or temporal trends:** | | |
|  | | | Document Reference: |
| Leachate | | |  |
| Groundwater | | |  |
| Surface water | | |  |
| Gas | | |  |
| Settlement including topographic survey | | |  |
| Other monitoring if applicable (e.g. ecological). | | |  |
|  | | | |
| **6.6** | **Risk Assessments:** | | |
| **Guidance Note:**  Points to consider when preparing the supporting risk assessments:   * Justify the risk assessment approach adopted * Include a conceptual site model using a Source-Pathway-Receptor framework to identify relevant pollutant linkages * Justify the choice of assessment criteria * Consider the influence of the existing landfill engineering including any potential for degradation or loss of integrity over time. Cell engineering, structures and services may act as barriers or preferential pathways for contaminant migration. * Assess the risks associated with the land use at the point of surrender, rather than for any potential future redevelopment scenario. * Take into account the likely influence of climate change * If numerical modelling is undertaken, justify the modelling approach and the model input parameters * Identify and justify any assumptions or areas of uncertainty. | | | |
|  | | | Document Reference: |
| Hydrogeological risk assessment (please see appendix 1 for further detail of what this should contain) | | |  |
| Gas risk assessment | | |  |
| Human health risk assessment (if site conditions have changed since restoration) | | |  |
| Surface water risk assessment (if site conditions have changed since restoration) | | |  |
| Settlement and stability assessment | | |  |
|  | | | |
| **6.7** | **Provide a statement of site condition at point of surrender application demonstrating that the site meets the criteria for surrender. The statement should be justified with reference to any remaining residual risks to human health or the environment and any areas of uncertainty.** | | |
| Document reference: | |  | |

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| Section 7: Closure Report (for surrenders of non-landfill activities) | | | |
| **Guidance Note:**  Under Regulation 48 of the PPC regulations, before SEPA can surrender or partially surrender a permit we must be satisfied that all appropriate measures have been taken to:   1. avoid pollution risk resulting from the operation of the installation, 2. return the site to a satisfactory state, taking into account the technical feasibility of the measures, 3. remove, control, contain or reduce any relevant hazardous substance in soil or groundwater so that the site, taking into account its current or approved future use, ceases to pose a significant risk to human health or the environment.   The operator must provide a closure report written in line with IED-TG-02 – Content and Scope of Site Reports. The report should contain evidence of compliance with Regulation 48 and a comparison with any site or baseline reports that were submitted during the lifetime of the permit. This may require intrusive ground investigations, and all remediation actions. All substances used during the lifespan of the permit must be considered. Pre-application discussions are advised. | | | |
|  | | | |
| **Please provide the information requested below:** | | | |
| **7.1** | **Please submit a closure report, including ground investigations, prepared in accordance with IED-TG-02**. | | |
| Document reference: | |  | |
|  | | | |
| **7.2** | **Please provide evidence to show that all equipment, waste and raw materials relevant to this surrender have been removed from the site. If any materials or equipment are to be left on site provide justification and evidence that they are in a clean and functioning state.** | | |
| Document reference: | |  | |
|  | | | |
| **7.3** | **Are there any European Conservation sites as defined by Regulation 10 of the Conservation (Natural Habitats) Regulations, which may have been affected by emissions from the installation.** | | |
| Please choose ‘Yes’ or ‘No’: | | | Choose an item. |
| f “**Yes**”, please provide a description.  Document reference: | | |  |

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| Section 8: Application fees | | | | | | |
| **Guidance note:**  Please refer to our current charging scheme and associated guidance for the applicable fee. If in doubt, please contact [ppcpermitting@sepa.org.uk](mailto:ppcpermitting@sepa.org.uk)  It is not possible to pay for your application fees by invoice.  SEPA cannot process your application until proof of payment is received along with the completed application form.  SEPA will retain some or all of the application fee even if the application is returned as not being duly made or is withdrawn prior to a final determination being made. | | | | | | |
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| **Please provide the information requested below:** | | | | | | |
| **8.1** | **Please confirm your application fee & payment method below.** | | | | | |
| **Fee:** | | | | £ | | |
| **Payment method**: | | | | | | |
| **BACS** | |  | Sort code: | | 83-34-00 | |
| A/C Number: | | 00137187 | |
| A/C Name: | | SEPA | |
| Proof of payment submitted: | | Yes | No |
| Proof of payment reference: | |  | |
| **Online card payment** | |  | Proof of payment submitted: | | Yes | No |
| <https://webpayments.sepa.org.uk/> | | | Proof of payment reference: | |  | |
| **Cheque** | |  | Cheque submitted: | | Yes | No |
| Make payable to “SEPA” and submit with your application | | | |

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| **Section 9: Commercial confidentiality and national security** | | | |
| **Guidance note:**  Further information on commercial confidentiality and national security can be found in SEPA guidance IED-PPC-TG4 A practical guide to Part A Activities.  The presumption is that information will be placed on the Public Register unless there are grounds to exclude it.  SEPA considers information to be commercially confidential if including it in the register would prejudice, to an unreasonable degree, the commercial interests of that individual or person.  The onus is on the applicant to provide sufficient evidence to demonstrate any claim that information is commercially confidential.  Where SEPA does not determine the information to be commercially confidential the applicant may appeal the decision to the Scottish Ministers.  SEPA will assess any commercially confidentiality claim and allow any subsequent appeals to be concluded before starting consultation.  Information which the Secretary of State or Scottish Ministers has directed may affect national security must not be placed on the Public Register.  Do not provide any information which may affect national security on this form.  If you believe information may affect national security but there is no direction, then you should notify the Secretary of State or Scottish Ministers of your concern. | | | |
|  | | | |
| **Please provide the information requested below:** | | | |
| **9.1** | **Is there any information in your application that you believe should be kept from the Public Register on the grounds of commercial confidentiality?** | | |
| Please choose ‘Yes’ or ‘No’: | | Choose an item. | |
| If ‘**Yes’**, please provide: | | | |
| A summary document clearly defining what the specific information it is that you regard as commercially confidential and why. | | |  |
| Two copies of the documents containing the specific information:   * one copy marked - “Commercially Confidential” and * another marked - “Redacted for the Public Register” | | |  |
|  | | | |
| **9.2** | **Is there is any information in the application that you believe should be kept from the Public Register on the grounds of national security?** | | |
| Please choose ‘Yes’ or ‘No’: | | Choose an item. | |
| If ‘**Yes’** please provide full information, including a copy of any existing direction, on a separate sheet which is clearly marked as “National Security”. | | | |
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| **9.3** | **In relation to information which you think may affect national security, have you notified the Secretary of State or Scottish Ministers?** | | |
| Please choose ‘Yes’ or ‘No’: | | Choose an item. | |
| If ‘**Yes’**, please provide full information on a separate sheet which is clearly marked as National Security. | | | |

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| **Section 10: Any other information** | | |
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| **10.1** | **Is there any other information you wish to submit in support of your application?** | |
| Please choose ‘Yes’ or ‘No’: | | Choose an item. |
| If ‘**Yes’** please provide full details and document reference: | |  |

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| **Section 11: Declaration** | | |
| **Guidance note:**  Knowingly or recklessly submitting false or misleading information is an offence. | | |
| **Declaration: Please read and confirm all statements below** | | |
| I am the applicant / I am authorised to submit this application on behalf of the applicant. | |  |
| I apply / The applicant applies for a surrender in respect of the particulars contained in this application (including any supporting documentation and fee that has been supplied) | |  |
| I / We certify that the information in this application is correct. | |  |
| I / We confirm that any person whose personal information is included in this application has been made aware of the statement headed *“How we use your personal information – Data Protection Act 2018 (‘DPA 2018’)”* and [SEPA privacy policy](https://www.sepa.org.uk/help/privacy-policy/) | |  |
| **Declaration: Please complete and sign below** | | |
| Name of person submitting application: |  | |
| On behalf of (insert name of applicant if applicable) |  | |
| Position of applicant (e.g. director, secretary, authorised signatory): |  | |
| Date: |  | |

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| **Additional information appendices** | |
| To support your surrender application a detailed Hydrogeological Risk Assessment (HRA) is required. The required information is outlined in the appendix below and should be included in the application if applicable. | |
| **Appendix 2:**  Hydrogeological Risk Assessment | HRA checklist |

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| Appendix 1: Hydrogeological Risk Assessment (HRA) Checklist | | |
| **Guidance note:**  Please ensure your HRA provided in support of this application contains all relevant information detailed in the checklist below.  The leachate completion criteria must be chosen to ensure that, following cessation of active leachate management, there will be:   * No significant risk of entry into groundwater of substances classed as hazardous to groundwater * No significant risk of pollution of the water environment by non-hazardous substances.   The HRA should consider both contaminants known or suspected to be present in the leachate plus potential daughter products likely to be derived by degradation of the original contaminants. It is acceptable to adopt a ‘lines of evidence’ approach when considering the potential fate and transport of contaminants in the subsurface, such as likelihood of biodegradation. Influences of background water quality may also be taken into account.  If deriving site-specific leachate completion criteria, comparison of groundwater monitoring results to date with modelling predictions, taking into account likely travel times, is recommended to increase confidence in the modelling.  Refer to WAT-PS-10 for further guidance on hydrogeological risk assessment.  If you are unsure if certain information applies to your site, please contact SEPAs Landfill Team to discuss. | | |
| ‘Hazardous’ here is used in reference to the definition in CAR based on the Groundwater Directive, rather than the definitions of hazardous used for waste classification or for PPC. | | |
| **Please provide the following information:** | | |
| **A1.1** | **Hydrogeological Risk Assessment in support of this surrender application should contain the following:** | |
|  | | Document Reference |
| Assessment of leachate hydraulics following cessation of active leachate management to predict likely leakage rates through the lining system and any potential risk of overtopping. | |  |
| Characterisation of leachate quality based on waste characterisation and available leachate monitoring data. This should include assessment of any spatial and temporal trends. | |  |
| Characterisation of hydrogeological setting, including:   1. Geometry and properties of hydrogeological units 2. Groundwater flow regime based on groundwater monitoring, including groundwater – surface water interactions if applicable 3. Identification of any nearby sensitive receptors including abstractions or groundwater-dependent terrestrial ecosystems. | |  |
| Justification of proposed leachate completion criteria, which can be:   1. Default criteria based on relevant environmental standards; and/or 2. Site-specific criteria based on quantitative hydrogeological risk assessment modelling (e.g. using LandSim or similar), taking into account the potential for attenuation within the lining system and the underlying geology. | |  |
| Comparison of current leachate concentrations against leachate completion criteria. | |  |