



COMPLIANCE PACK

2023





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GENERAL INFORMATION

Company Name: F&R Cawley Ltd. t/a Cawleys

Cawleys HQ: 1 Covent Garden Close, Luton, Bedfordshire, LU4 8QB

Website: www.cawleys.co.uk

Main Telephone No.: 0845 260 2000

General e-mail address: customer.services@cawleys.co.uk

Company Registration No.: 4170234

VAT No.: 772 8757 77

SIC Code: 38.11

Other sites:

Unit J Park Avenue Industrial Estate, Luton, LU3 3BP

Haversham Bank Sidings, Old Wolverton Road, Wolverton, Milton Keynes, MK12 5TJ

Neilson Road, Finedon Industrial Estate, Wellingborough, NN8 4BZ





INSURANCE CERTIFICATES

Public/Product & Pollution Liability (£20m)

Motor Insurance

Airside Liability Insurance (£50m)

Expires: 27/10/2023

Expires: 26/10/2023

Expires: 27/10/2023



CONFIRMATION OF INSURANCE

CONTRACTOR	F & R Cawley Limited & Associated Companies		
BUSINESS DESCRIPTION	Waste management including collection and disposal of all types of waste including asbestos and solvents, skips, waste bins, roll off containers and compacting hire. Sale of compactors and other waste receptacles. Repair and maintenance of hired out equipment. Waste removal operation at customer sites. Operation of waste transfer station (and the extraction of recyclable materials). Repair and servicing of own vehicles. Property owners. Removal and replacement of plant at own premises. Processing of Li-Ion batteries, disassembly of battery packs and packaging of batteries for onward transit to third parties, this takes place within buildings 4/5 at Luton. Home collections of waste, including clearing out private houses and disposing of waste. Waste brokers. Waste contract management. Supply of on site labour. Outsourcing of collection and removal of waste and recycle. Supply and hire out of equipment (compactors and balers and the like). Purchase of waste equipment for hire.		
<div>CONTRACTORS' LIABILITY</div> <p>AS REQUIRED UNDER THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969</p>			
INSURER / POL. NO. / RNL. DATE	IVE Syndicate 2525 /Aspen Insurance UK Ltd	B1903 50221229/ B1903 174220399/ B1903 174220398	27 th October 2022 until 26 th October 2023
(1) <u>EMPLOYERS' LIABILITY INCLUDING HEALTH & SAFETY AT WORK ETC. ACT 1974 – LEGAL COSTS</u>			
INDEMNITY :		ANY ONE OCCURRENCE	GBP 20,000,000
(2) <u>PUBLIC LIABILITY</u>			
INDEMNITY :		ANY ONE OCCURRENCE	GBP 20,000,000
EXCESS : PROPERTY DAMAGE/BODILY INJURY			GBP 500 */**
* Each and Every Claim including Costs and Expenses ** Increasing to GBP 5,000 in respect of Financial Loss			
(3) <u>PRODUCTS LIABILITY</u>			
INDEMNITY :		ANY ONE ACCIDENT & IN ALL	GBP 20,000,000
EXCESS : PROPERTY DAMAGE/BODILY INJURY		GBP 500 */**	
* Each and Every Claim including Costs and Expenses ** Increasing to GBP 5,000 in respect of Financial Loss			
INSURER / POL. NO. / RNL. DATE		B0509 AVNMM2250002	28 th October 2022 until 27 th October 2023
(4) <u>AIRSIDE LIABILITY</u>			
INDEMNITY		: ANY ONE CONTRACT	GBP 50,000,000
EXCESS		: EACH AND EVERY LOSS	GBP 1,000



SR A SPECIALIST RISK
GROUP COMPANY



Specialist Risk Insurance Solutions Limited is registered in England. Registered Office: 6th Floor One America Square 17 Crosswall London EC3N 2LB Company No. 06368755. Specialist Risk Insurance Solutions Limited is authorised and regulated by The Financial Conduct Authority FCA No. 473138

One America Square
17 Crosswall
London EC3N 2LB

020 7977 4800

srinsurancesolutions.co.uk

Certificate Number A603063

1. **Description of Vehicle** C - Any Motor Vehicle the property of the policyholder or in their custody or control or for which they are legally responsible
2. **Name of Policyholder** F & R Cawley Ltd t/a Cawleys &/or Cawleys Hazardous Services &/or Wastesolve Ltd t/a Veris &/or Reclaim Environmental Ltd
3. **Effective date of the commencement of insurance for the purposes of the relevant law.** 27/10/2022 00:00:01
4. **Date of expiry of insurance** 26/10/2023 MIDNIGHT

5. **Person or classes of person entitled to drive.**

D - Any person who is driving with the policyholder's consent

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 to use.**

Use in connection with the policyholder's business including use for hire and/or reward
Use for social domestic and pleasure purposes only

The policy does not cover

Carriage of passengers for hire and/or reward
Racing, pace-setting, speed trials, motor rallies, competitions or trials
In connection with the Motor Trade
Towing for reward a mechanically propelled vehicle

I hereby certify that the document 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 Guernsey, the Island of Jersey and the Island of Alderney.

For and on behalf of the insurers



Warren Hetz - Aioi Nissay Dowa Insurance UK Limited, Authorised Insurer

Aioi Nissay Dowa Insurance UK Limited. Authorised by the Financial Conduct Authority, and authorised and regulated by the Prudential Regulation Authority, Financial Services Register number 816870. Aioi Nissay Dowa Insurance UK Limited is registered in England and Wales (Company Number: 11105895), registered office: 52-56 Leadenhall Street, London EC3A 2BJ.

Advice to Third Parties

Nothing contained in this certificate affects your rights as Third Party to make a claim.

NOTE: For full details of the insurance cover reference should be made to the policy.

IMPORTANT

The insurance evidenced by this Certificate of Motor Insurance extends to include the compulsory Motor insurance requirements of:

- a) any country that is a member of the European Union
- b) any other countries which have made arrangements which meet the insurance conditions of and are approved by the Commission of the European Union.

Die Versicherung, die durch diese KFZ-Versicherungsbescheinigung belegt wird, erstreckt sich auf die obligatorischen Voraussetzungen für eine KFZ-Versicherung in:

- a) sämtlichen Mitgliedsstaaten der Europäischen Union; und
- b) sämtlichen Ländern, für die Regelungen bestehen, die die Versicherungsbedingungen der Europäischen Kommission erfüllen und von dieser zugelassen wurden.

L'assurance indiquée sur cette attestation d'assurance automobile inclut les exigences obligatoires de l'assurance automobile applicable à:

- a) tout pays membre de l'Union Européenne.
- b) tout autre pays ayant des accords qui répondent aux conditions d'assurance de la Commission Européenne et approuvés par celle-ci.


El seguro constatado por este certificado de seguro de Automóvil incluye los requisitos obligatorios de seguro de Automóvil de:

- a) Cualquier país que sea miembro de la Unión Europea.
- b) Cualquier otro país con acuerdos que cumplan las condiciones de seguro de Automóvil y estén aprobados por la Comisión de la Unión Europea.



POLICY STATEMENTS

SHEQ Policy Statement
Privacy Policy Statement
GDPR Policy Statement
Alcohol & Drugs Policy Statement
Goods Vehicle Policy Statement
Modern Slavery Policy Statement
Equal Opportunities Policy Statement
Sustainability Policy Statement
Counter Terrorism Policy & Procedures
Handheld Devices Policy Statement



SHEQ POLICY STATEMENT

Cawleys is totally committed to ensuring the integrity of the Safety, Health, Environmental and Quality (SHEQ) of all employees and any other persons who may be affected by its business activities. It continues to demonstrate top management commitment and adherence to all legislation required by law and other requirements.

Cawleys actively promotes a positive culture towards health and safety best practice, which leads to an avoidance of, and reduction in, the risks to life and damage to property and equipment. This ensures compliance with legislation, and to the requirements of ISO 45001:2018.

The environmental impacts of the operations are given the upmost consideration at procurement and through the life cycle of all projects and joint venture opportunities. Sustainability of materials, and a real commitment to carbon emission reductions are key to the progress and ensures compliance to legislation and the requirements of ISO 14001:2015.

Quality is important to our business because we value our customers, we strive to provide our customers with products and services which meet and even exceed their expectations. We are committed to continuous improvement this is delivered through a positive approach to self-auditing and closing of non-conforming actions this ensures compliance to our own high-standards and values, and the requirements of ISO 9001:2015.

Cawleys have developed an Integrated Management System (IMS) to control our services and processes and to direct our employees to achieve the commitments set out within this policy statement. We have established SHEQ objectives and targets which are monitored, measured, and reviewed periodically to continually improve our SHEQ compliance.

The Company's SHEQ objectives are to:

- ▶ Continue to protect the health and wellbeing of staff during work activities and ensure that safety is the prime consideration in the working environment.
- ▶ Provide such information, instruction, training, and supervision to enable our staff to work safely and effectively.
- ▶ Ensure effective and proportionate risk management framework to ensure effective use and adoption of risk assessments and procedures.
- ▶ Routinely assess and monitor our energy consumptions, GHG emissions and our impact upon the environment to ensure we have implemented the appropriate operational controls and training to prevent pollution.
- ▶ Continually monitor all environmental aspects and impacts that are a direct cause of the operations that may cause risk to life, the environment or damage business reputation.
- ▶ Drive the highest standards of quality across all aspects of operations through a structured and integrated schedule of audits that reflect true and accurately areas for improvement and areas of success which can be shared across the business.
- ▶ Continue to develop and improve a positive Safety, Health, Environmental & Quality culture throughout the business involving employees in the development and implementation processes.

Signed



Phil Gudgeon
Managing Director

Policy Revised: January 2023

Next Revision: January 2024



PRIVACY POLICY STATEMENT

This privacy policy statement covers all services provided by Cawleys and details the approach that Cawleys takes to the use of personal information from, and related to, our customers.

At Cawleys we use information collected on-line to develop and enhance the services we offer to you and to help us build our business. We take privacy issues seriously and are open about the way data is collected and used. This policy outlines the principles that we follow.

What data is collected and how is it used?

When you visit a Cawleys website, the only data that we capture is that submitted via e-mail, by submission of a feedback form or by completion of an order form. Such data is maintained only for so long as necessary in order to fulfil your feedback request or order. When you register for a service provided by Cawleys, you may need to choose a username and password for authentication purposes. For administration purposes, we will also require your name, address, telephone number and e-mail address. This may be used to send you information about your account and any Cawleys promotions. You may elect not to receive such promotions.

Is personal information disclosed to Third Parties?

No. Cawleys does not sell, trade, lease or rent your personal information to others. The primary use that we make of personal information is to produce aggregate statistics about our customers, sales, traffic and related information but these statistics do not include any personally identifying information.

Is personal information used for any other purposes?

From time-to-time Cawleys may employ other companies and individuals to work on our behalf. Examples of such work might include: sending e-mail, analysing data and providing customer call-centre services. Such agents have access to the personal information needed to perform their functions but may not use it for other purposes.

Our Quality Control department may contact you as part of our continuous quality development programme. Such calls will be made only to identify your experience of our services and to elicit your suggestions for improvement. You will be under no obligation to answer any such questions.

We may ask our market research partners to contact you by telephone as part of a survey of our services. You will be able to choose at the time whether or not you want to take part in any such survey.

If you use a Cawleys transactional or shopping service, we will pass information necessary to complete your order to our payment partners. Such information will typically include name, address and credit card billing details.

How is personal privacy protected?

Cawleys is registered as a Data Controller with the Data Protection Registrar and uses up to date industry procedures to keep personal data as safe and secure as possible and to protect such data against loss, unauthorized disclosure or access. Please remember that you are responsible for protecting your password/username and must not share it or allow its disclosure to anyone.

Cawleys reserves the right to change this Privacy Policy and continued use of our services signifies your agreement to any changes. In the event of material changes you will be contacted by e-mail.

Signed



Phil Gudgeon
Managing Director

Policy Revised: January 2023

Next Revision: January 2024



GDPR POLICY STATEMENT

With effect from 25th May 2018 all UK residents now have greater say over what, how, why, where, and when their personal data is used, processed, or disposed of.

Despite leaving the EU on the 31st of December 2020, the General Data Protection Regulations still apply in the UK and with any organisation that works with EU residents' personal data in any manner, irrespective of location, and has obligations to protect the data under this legislation.

Cawleys is focused on its GDPR compliance responsibilities and are working tirelessly to ensure not only that we are compliant, but that we have clear and effective communications with all stakeholders.

We are committed to meeting any contractual obligations for procedures, products and services and is approaching GDPR compliance on three main fronts:

- ▶ To ensure our own compliance as a company that holds and processes people's personal data;
- ▶ To ensure our partners and suppliers adhere to the highest standards of compliance and GDPR regulation;
- ▶ To ensure that our programs, software applications and service solutions all support our customers' GDPR compliance efforts.

GDPR Compliance

Cawleys have undertaken a full review of all internal security and privacy policies to ensure that all personal data within, or passing through the company, will be handled in accordance with GDPR regulations.

We have implemented the relevant tools and practices to ensure the safeguarding of any data handled by Cawleys and all its employees.

Employees have been made aware of all GDPR restrictions, with the relevant training provided as necessary including e-learning.

Suppliers

Cawleys have reviewed all supplier and third-party contracts and arrangements to ensure that all of our partners continue to apply the same high standards of data protection.

Signed



Kirsty Dwan
Data Protection Officer

Policy Revised: January 2023

Next Revision: January 2024



ALCOHOL & DRUGS POLICY STATEMENT

Cawleys is committed to maintaining healthy safe and productive working conditions for its staff.

We recognise the impact that both alcohol and illegal substances may have upon an individual's ability to work safely and correctly and as such, Cawleys aims to ensure a working environment free from the inappropriate use of substances and where staff are able to carry out their duties in a safe and efficient manner.

We will ensure that the employees are made aware of this statement by briefing all employees on this policy and its associated procedure.

The policy requires that employees must not:

- ▶ Report or try to report for work whilst under the influence of illegal substances or being in an unfit state due to the consumption of alcohol.
- ▶ Be in possession of illegal substances or undeclared prescription drugs whilst at work.
- ▶ Consume alcohol or illegal substances whilst at work
- ▶ Wear Company logos whilst under the influence of alcohol or illegal substances.

To apply this Alcohol & Drugs Policy a programme of employee screening has been implemented to:

- ▶ Detect the abuse of alcohol and/or use of illegal substances by any person(s) involved in accidents.
- ▶ Detect the abuse of alcohol and/or use of illegal substances where changes in behaviour suggest possible use of alcohol or illegal substances.
- ▶ Perform unannounced random drug and/or alcohol screening of the workforce, KPI >20%.

Any refusal or failure to take an Alcohol and Drugs test may be regarded as if the employee failed that test.

Any failure of Alcohol and Drugs testing will result in Cawleys taking disciplinary action which is regarded as Gross Misconduct in accordance with the disciplinary procedure.

Signed

Phil Gudgeon
Managing Director

Policy Revised: January 2023

Next Revision: January 2024



GOODS VEHICLE POLICY STATEMENT

Driving vehicles on the highway and on customer sites is a significant aspect of the Cawleys business. Accidents involving vehicles can be very serious and apart from the risk of serious injury, accidents incur high costs in downtime, damage, repairs and insurance claims. Operating vehicles has been rated in the top five company risks and is the top-rated risk when considering the potential for harm to customers or to the public.

Cawleys is committed to safety initiatives that can reduce the frequency of vehicle related accidents or mitigate the consequences of such accidents.

These initiatives include:

- ▶ Customer site assessments;
- ▶ Blind spot assessments;
- ▶ Pre-use inspections;
- ▶ Vehicle maintenance;
- ▶ Training programmes;
- ▶ Accident monitoring point system.

The procedures for these initiatives are set out in the Vehicle Operation Manual and in the Integrated Management System Manual. Other initiatives also include:

- ▶ Fitting speed limiters;
- ▶ Using tracking systems;
- ▶ Planning journeys;
- ▶ Front, rear and whole vehicle camera systems;
- ▶ Vehicle routing to optimise collections and fuel economy.

Cawleys is committed to continuously improving driver safety by briefing the Safe System of Work, driver assessment and by continuous CPC training provided to our drivers.

This policy is maintained and regularly reviewed by the Senior Management to ensure its continuing suitability and relevance to the Company's activities. The policy is communicated to all concerned parties via information boards, Cawleys webpage and Intranet.

Signed



Phil Gudgeon
Managing Director

Policy Revised: January 2023

Next Revision: January 2024



MODERN SLAVERY POLICY STATEMENT

Modern Slavery is a term used to encapsulate offences in the Modern Slavery Act 2015 and takes various forms such as Slavery, forced and compulsory labour and human trafficking all of which are designed to deprive people of their liberty in order to exploit them for personal or commercial gain.

Businesses must be alert to the risks of modern slavery not only ensuring there are appropriate working conditions within their own business but also satisfying themselves that there is no modern slavery within its supply chain, plus taking appropriate action where necessary.

Cawleys has a zero-tolerance approach to modern slavery of any kind within its business and its supply chains. We seek to enforce this ethos within every aspect of the business, including our supply chains, and will take the necessary steps should any member of staff or any of our suppliers act to the contrary.

Through identifying key risk and adopting measure to combat such, the Board of Directors are confident, as far as possible, that there are and will continue to be sufficient steps in place to discourage and deter modern slavery within its own business and that of its suppliers.

Our policies reflect our commitment to acting ethically and with integrity in all its business relationships. Where necessary we will look to further strengthen controls throughout our business and wider supply chain and seek to develop its policies in this area in line with best practice and continuous improvement principles.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes the Company's Modern Slavery Statement for the current financial year.

Signed



Kirsty
Dwan
HR Manager

Policy Revised: January 2023

Next Revision: January 2024



EQUAL OPPORTUNITIES POLICY STATEMENT

Cawleys is committed to treating all employees and applicants for employment equally and fairly regardless of race, colour, ethnic or national origin, religion or religious beliefs, gender or gender realignment, sexual orientation or marital status, disability, responsibility for dependants or age.

It is our policy to ensure that all employees and applicants have equality of opportunity.

Furthermore, Cawleys will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Cawleys will regularly review its procedures and selections criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities' merits.

Cawleys is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective.

The overall responsibility for the policy lies with the Board of Directors. However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

This policy is maintained and regularly reviewed by the Senior Management to ensure its continuing suitability and compliance with relevant legislation.

The policy is communicated to all levels within the organisation and to our stakeholders and is available from the Intranet, Cawleys website and on information boards.

Signed

Kirsty
Dwan
HR Manager

Policy Revised: January 2023

Next Revision: January 2024

SUSTAINABILITY POLICY STATEMENT

As a third-generation family run business with over 70 years' experience in the recycling and commodities markets, here at Cawleys we truly care about our clients, our local community and delivering sustainable and innovative solutions that will benefit both our business and those of our customers whilst safeguarding our planet for future generations.

As a leading independently owned recycling company, we work with both local and national businesses to give wastes new life and values, reducing the impact of human activities on the environment locally and globally. Although a challenge, we relish our work because it has the potential to have such a positive and long-lasting impact on our society and the environment.

We fully support the Government's Resources and Waste Strategy for the UK, and the UN's Sustainability Goals which are reflected in our own corporate and social responsibilities.

Policy Statement

Sustainability is right at the heart of everything we do as a responsible and sustainable business: it motivates and inspires us to lead on resource efficiency across the UK. However, we acknowledge that our work has a potential impact on the environment and therefore we have a duty to ensure we proactively manage and mitigate all these impacts in a responsible, practicable and ethical manner. We do this through identifying all significant sustainability impacts and putting processes into place to prevent, reduce and mitigate them in an innovative and practical manner.

Sustainability Action Plan

Cawleys will comply with all applicable UK and EU Environmental laws and legislation in relation to specific sustainable goals:

- ▶ Promote responsibility for sustainability within the organization and communicate and implement this policy at all levels within the workforce.
- ▶ Identify and provide appropriate training, advice and information for staff and encourage them to develop new ideas and initiatives to help reduce our carbon footprint and play a positive role in the community.
- ▶ ISO 14001:2015 certified and committed to a program of continual improvement with a road map towards net zero through reduced usage of energy, water, and other natural resources.
- ▶ Work with our clients to deliver innovative and sustainable solutions that follow the waste hierarchy to Reduce, Reuse, Recycle and Recover at all times.
- ▶ Encourage both existing and prospective clients to commit to a sustainable development philosophy.
- ▶ Engage the services of both up stream and downstream partners who share our sustainability ethos.
- ▶ Where-ever possible procure services from within the local area.
- ▶ Promote and encourage involvement in local sustainability projects / schemes.

The Policy will be reviewed annually by the Senior Management Team at the annual IMS Management Review Meeting.

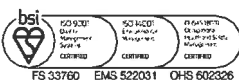
Signed

Anna Cawley
Strategy & Communications Director



Policy Revised: January 2023

Next Revision: January 2024



COUNTER TERRORISM POLICY & PROCEDURES

Cawleys will take all reasonable measures to ensure the security of vehicles and drivers and in particular to ensure that vehicles cannot be used as weapons.

All drivers will be trained in the safe operation and use of vehicles in respect of hijacking and counter terrorism measures (VEH-WI007-01).

In the event of a driver notifying the Company of an immediate and determined threat, Cawleys will inform the police.

If a vehicle fails to return to its intended base location within the standard finish time, the traffic controller will contact the driver to find out the reason for the delay. If no response is received, the traffic controller will establish the position of the vehicle using the vehicle tracking system and arrange for both a supervisor and a manager to find the vehicle. The traffic controller will continue to monitor the position of the vehicle and attempt to contact the driver. On arrival at the vehicle's location an assessment should be made of the possible threat level. For example: if the vehicle is parked and locked in a highly populated area but the driver is not present or the driver is not known to the manager or supervisor, then the police should be called. During this process the Senior Depot Manager must be kept informed of the developing situation.

If a vehicle has moved significantly out of the intended collection route and crossed into another county outside of the scope of the collection and no response has been received from the driver, the traffic controller should notify the police that they believe the driver's behaviour to be suspicious and could be a sign that the vehicle has been hijacked or stolen.

In the event of an incident the circumstances will be reviewed by the SHEQ department, and a report prepared for the Managing Director and O Licence holders to consider if any further security measures are required.

Signed


Phil Gudgeon
Managing Director

Policy Revised: January 2023
Next Revision: January 2024



HANDHELD DEVICES POLICY STATEMENT

Handheld Devices and Driving

Safe driving needs concentration - any distraction, such as the making or answering of a mobile phone call, amending a Sat Nav or PDA, or using any portable device as well as in-vehicle technology takes your mind off the task of driving and increases the possibility of you becoming involved in a road traffic collision.

The use of a mobile phone, or other portable and hand-held equipment while driving presents a significant safety hazard to both the immediate user, other road users, pedestrians, and is against the law.

In order to ensure the safety of our employees, other road users and members of the public it is strictly forbidden to use any form of hand-held device or piece of in vehicle technology whilst in control of a company vehicle or driving a vehicle on behalf of the company. This does not only include physical driving (when the vehicle is in motion), but also includes being in control of the vehicle when stationary in traffic.

We believe that this is such a potentially dangerous situation that any breaches of this policy will be regarded as an issue of serious misconduct. As such, we believe that it would be appropriate for such an issue to be handled within Cawleys Disciplinary Procedure.

Other Distractions

Although using a hand-held device while driving is one of the most common distractions, many other activities, such as eating, drinking, reading a map, as well as in-vehicle technology, can distract a driver and create a crash risk. Should any Cawleys employee or person driving on behalf of the company be witnessed undertaking any other activity while in control of a vehicle, this will be dealt with through the Cawleys disciplinary procedure. Should you have any concerns or questions regarding this policy please speak to your line manager or any member of the management team.

Mobile Phones

If there is no hands-free facility available such as Bluetooth, then the phone must be switched off while driving and a messaging service used to take incoming calls. When you have stopped the vehicle in a safe place, then you should access your messages. Please note that neither Cawleys nor legislation regards the motorway 'hard shoulder' as a safe place. This is illegal. You should also note that the definition of 'driving' includes being stationary in the vehicle in traffic.

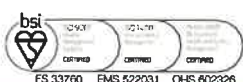
Guidance for staff calling colleagues who use mobile phones

When making a call to a mobile phone, if there is no answer, leave a voicemail and wait for the person to return your call. The driver may not be in a position to answer the call safely, and if you are persistent, he or she may be tempted to answer against their better judgement. When the call is answered, ask if the driver can talk safely. If not, get them to tell you when they can stop in order to receive your call.

Signed


Phil Gudgeon
Managing Director

Policy Revised: January 2023
Next Revision: January 2024





PERMITS, LICENCES & EXEMPTIONS

Goods Vehicle Operator's Licence	OF1002500	Issued: 02/03/2023
Cawleys Waste Carrier Licence	CBDU143067	Expires: 14/12/2025
APHA/ABP (CAT.3) Registration	U1146464	Issued: 02/11/2016
APHA/ABP (ICW) Registration	U1245225	Issued: 02/11/2016
Approved Battery Exporter Licence (ABE)	BE2210516BE	Expires: 31/12/2023
Approved Battery Treatment Operator (ABTO)	BT2210608BS	Expires: 31/12/2023
Luton LU4 8QB EA/WML/EPR	80461 / MP3397NF	V003: 17/11/2016
Luton LU4 8QB T11 Exemption	C1911327	Expires: 19/10/2023
Milton Keynes MK12 5TJ EA/WML/EPR	70079 / KP3890NU	V002: 06/04/2002
Milton Keynes MK12 5TJ S2 Exemption	WEX173455	Expires: 06/03/2025
Wellingborough NN8 4BZ EA/WML/EPR	73042 / JP3494NM	V007: 29/10/2012
Wastesolve t/a Veris Waste Carrier Licence	CBDU416101	Expires: 08/12/2024



GOODS VEHICLE OPERATOR'S LICENCE

THIS LICENCE MUST NOT BE ALTERED OR DEFACED IN ANY WAY

Issued to:

**F & R CAWLEY LTD
1 COVENT GARDEN CLOSE
LUTON
LU4 8QB**

Issued by:

Office of the Traffic Commissioner
East of England
Eastbrook
Shaftesbury Road
Cambridge
CB2 8BF
0300 123 9000

Goods Vehicle Standard National

Licence number: OF1002500
NOT TRANSFERABLE

This licence is in force from:

20/06/2002

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 on 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 124

Trailers (inc semi-trailers) 24



A handwritten signature in black ink, appearing to read 'D. T. T. T.', written over a horizontal line.

Traffic Commissioner

Operating centre(s)

Operating Centre:	Address: 57 WINGATE ROAD LUTON LU4 8PP	Vehicles	54
		Trailers	11
Conditions Undertakings	or		

Operating Centre:	Address: HAVERSHAM BANK SIDINGS OLD WOLVERTON ROAD MILTON KEYNES MK12 5NJ	Vehicles	12
		Trailers	3
Conditions Undertakings	or		

Operating Centre:	Address: 18-35 NIELSON ROAD FINEDON ROAD INDUSTRIAL ESTATE WELLINGBOROUGH NN8 4PE	Vehicles	14
		Trailers	5
Conditions Undertakings	or		

Operating Centre:	Address: UNIT J PARK AVENUE INDUSTRIAL ESTATE PARK AVENUE LUTON LU3 3BP	Vehicles	30
		Trailers	2
Conditions Undertakings	or		

Operating Centre:	Address: 1 FINEDON SIDINGS FURNACE LANE FINEDON WELLINGBOROUGH NN9 5NY	Vehicles	14
		Trailers	3
Conditions Undertakings	or		

Transport Manager(s)

PHILIP JOHN GUDGEON
 STACEY AMANDA LINDLEY
 ALAN DAMIAN COLLEDGE
 ANN LOUISE DOIDGE

Specific conditions attached to licence

Specific undertakings attached to licence

GENERAL CONDITIONS ATTACHED UNDER SECTION 22 OF THE GOODS VEHICLES (LICENSING OF OPERATORS) ACT 1995 – STANDARD NATIONAL LICENCES

The licence holder shall, within 28 days of their occurrence, inform the Traffic Commissioner of any:

CHANGES in the maintenance and safety inspection arrangements;

CHANGES in the ownership of the business including partnership arrangements. Company changes in shareholding need not be notified unless they cause a change in the control of the Company;

EVENTS WHICH AFFECT

The good repute of the licence holder and transport manager (if any), in particular, relevant convictions as defined in schedule 3 to the 1995 Act (this includes the issue of a fixed penalty notice or conditional offer under Part 3 of the Road Traffic Offenders Act 1998);

The professional competence of the licence holder and/or transport manager;

The requirement for the licence holder to be of appropriate financial standing (including bankruptcy, liquidation, sequestration of estate or entry into administration of the holder or the appointment of a receiver, manager or trustee).

The requirement to have an effective and stable establishment in Great Britain namely;

Any changes to the specified address of establishment, and

the requirement to have access at all times to at least one goods vehicle registered or in circulation in Great Britain

GENERAL UNDERTAKINGS – STANDARD NATIONAL LICENCES

The licence holder undertakes to make proper arrangements so that:

The rules on drivers' hours and tachographs are observed and proper records kept;

Motor vehicles and trailers are not overloaded;

Vehicles will operate within speed limits;

Motor vehicles and trailers, including hired vehicles and trailers, are kept fit and serviceable;

Drivers report promptly any defects or symptoms of defects that could prevent the safe operation of vehicles and/or trailers, and that any defects are promptly recorded in writing;

Records are kept (for 15 months) of all driver defect reports, all safety inspections, routine maintenance and repairs to vehicles and trailers and these are made available on request; and

In respect of each operating centre specified, that the number of authorised motor vehicles and the number of authorised trailers kept there will not exceed the maximum numbers recorded against the operating centre in this licence.

Notes:

1. The continuation fee is payable before the end of the month which precedes the date of expiry of a period of 5 years, beginning with the date of either the issuing of the licence or the most recent 5 year anniversary of that date, whichever is the later. There is no legal obligation for the traffic commissioner to send a reminder that the continuation fee is due although a licence checklist will be sent to the correspondence address of the licence holder kept on file. If you have received no contact two weeks before the continuation date, please urgently contact the Central Licensing Office.
2. The “holder” of a licence is the person to whom the licence was issued. An operating centre is defined as the base or centre at which the licence holder’s vehicles (and trailers) are normally kept. Every five years, for a period of two months the traffic commissioner has the power under section 30 of the Goods Vehicles (Licensing of Operators) Act 1995 to review the suitability of an operating centre should there be any concerns. If a review is to be conducted an operator will be contacted in writing.
3. This licence authorises the use of a maximum number of vehicles and trailers by the licence holder. Vehicles currently in the holder’s possession, and for which vehicle discs have been issued, are recorded as “specified” vehicles on the licence. The difference between the number of vehicles in possession and the total authorisation is known as the “margin”.
4. Within the margin, the licence holder may operate vehicles additional to those currently specified on the licence (but without exceeding the total authorisation) for a maximum of one month beginning with the day on which the vehicle was first in the licence holder’s lawful possession. If the period of use of any vehicle is one month or less there is no requirement to notify the central licensing office. To use a vehicle for more than one month, and remain within the law, the licence holder must inform the central licensing office before that month is up. The vehicle then becomes specified on the licence and the margin is reduced accordingly.
5. If the vehicles specified on the licence are equal to the total authorisation, the holder cannot operate any additional vehicles, temporarily or otherwise, without having first applied for, and been granted, authority to do so.
6. The licence holder cannot change or add an operating centre without having first applied for, and been granted, authority to do so. Failure to obtain authority to use a place as an operating centre may result in a fine on summary conviction and disciplinary action being taken against the licence.
7. In addition to the general conditions detailed elsewhere in this document, legislation requires licence holders to inform the traffic commissioner of any change of correspondence address, within 28 days. Failure to inform the traffic commissioner of a change of correspondence address may result in the revocation of the licence.
8. A licence holder who does not fulfil an undertaking or condition recorded on his licence may be committing an offence and will be liable to disciplinary action by the traffic commissioner. A licence may be revoked, suspended or curtailed.

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Contact Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certifies that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

F & R CAWLEY LIMITED trading as Cawleys

Registered as

An upper tier waste carrier, broker and dealer

Registration number

CBDU143067

Address of place of business

F & R CAWLEY LTD
1
COVENT GARDEN CLOSE
LUTON
LU4 8QB

Telephone number

07827772557

Date of registration

1 November 2022

Expiry date of

registration (unless
revoked)

14 December 2025

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.



Notification of Registration of Operators, Establishments or Plants Under the Requirements of Article 23 of Animal By-products Regulation (EC) No. 1069/2009

Please see guidance notes on page 4 for operations that do not require registration

1. Business name

F&R CANNLEY LTD.

2. State if Individual/ Sole Trader or Business/ Partnership

BUSINESS.

3. Company number (as it appears on the Companies House register) if applicable

4170234

4. Contact name and title: *Dr/Mr/Mrs/Miss/Ms (*delete as appropriate)

MR WILLIAM FARNISS

5. Position/Role of contact

COMPLIANCE MANAGER

6. Correspondence Address and contact details

F&R CANNLEY LTD

1 COVENT GARDEN CLOSE

LUTON. BEDFORDSHIRE

Postcode LU4 8QB

Landline telephone number (Inc. STD code)

0845 260 8000

Mobile telephone number

07827 772 557

Holding (CPH) number if applicable

Email address

william.farnisse@cannley.co.uk

7. Establishment/Plant or Operator location/address

F&R CANNLEY LTD

1 COVENT GARDEN CLOSE

LUTON. BEDFORDSHIRE

Postcode LU4 8QB

8. Location: OS Map reference

TL0691123191.

9. Please give a brief description of how you wish to use animal by-products or derived products:

TRANSPORTATION OF CATERING WASTE INCLUDING INTERNATIONAL CATERING WASTE TO REGISTERED DISPOSAL POINTS.

10. Please use the list below to indicate (tick) all the category(ies) of animal by-products or derived products that you use: (for information on categories of ABPs please see the guidance on [GOV.UK](http://gov.uk))

- Category 1 Specified Risk Material
- Bodies of pet or zoo animals
- International Catering Waste



Other Category 1 material

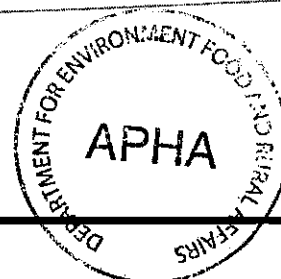
☐ Please describe

Category 2 State which ones

☐ Please describe

Category 3 Material from animals slaughtered for human consumption and which were fit but no longer intended for human consumption

☒ D.V.
(APHA)
* 07/11/2015



Bodies of rodents, lagomorphs that have been bred and slaughtered for feeding to pets, or zoo animals

☐

Domestic catering waste

☒ D.V.
(APHA)
07/11/2015

* CAT.3 ABP FROM
SUPERMARKET
BUTCHER'S DEPTS.
TO REG. ABP FACILITY.

Other Category 3 material

☐ Please describe

11. Do you use any of the following products, for purposes other than feeding to animals?
(Section IX: purposes outside the food chain)

D.V.
7/11/2015

Products	Abbreviation	Tick
Blood, blood products, for use in medical devices	BLPT	<input type="checkbox"/>
Blood and blood products from horses	SERE	<input type="checkbox"/>
Hides and skins for tanning, this includes commercial and private tanneries (private tanneries includes stock keepers own premises where hides and skins are salted prior to tanning)	TAN	<input type="checkbox"/>
Game trophies, taxidermy etc. (Commercial only)	GATRP	<input type="checkbox"/>
Wool, hair, pig bristles, feathers and down	WHBF	<input type="checkbox"/>
Apiculture by-products	API	<input type="checkbox"/>
Bone, bone products, horns, horn products, hoof and hoof products	BHHP	<input type="checkbox"/>
Milk, milk based products, milk derived products colostrum, colostrum derived products	MIMC	<input type="checkbox"/>

Any other products used outside the feed chain (excluding below), please specify:

12. Do you use animal by-products or derived products for any of the following purposes?
(SECTION X: specified users)

Activity	Abbreviation	Tick
Educational This only applies if the material comes from third countries	OTHER	<input type="checkbox"/>
Research and diagnostic (other than educational)	OTHER	<input type="checkbox"/>
Feeding to zoo animals	UZOO	<input type="checkbox"/>
Feeding to wild animals. This only applies to feeding stations feeding category 3 material to wild birds of prey in England and Wales	WILD	<input type="checkbox"/>
Feeding to dogs in recognised kennels, packs of hounds, dogs and cats in shelters	UDOG	<input type="checkbox"/>

Feeding to pet dogs and cats, at home, of material obtained directly from abattoirs (can only be fed on category 3 ABPs this excludes material such as unwashed green tripe, which is category 2). In England there is no need for pet owners to register if they feed category 3 material to their own pets. In Wales registration is required. In Scotland pets cannot be fed category 3 material.	OTHER	<input type="checkbox"/>
Feeding maggots	UINSE	<input type="checkbox"/>
Feeding reptiles and non-wild birds of prey	URBP	<input type="checkbox"/>

13. Do you carry out any of the following activities?
(SECTION XI: collection centres)

Activity	Abbreviation	Tick
Are you a collection centre collecting fallen stock to feed to hounds and other carnivores?	COLC	<input type="checkbox"/>
Are you an independent haulier, hauling only entire bodies of fallen stock?	COLL	<input type="checkbox"/>

14. Do you make organic fertilisers or soil improvers by mixing finished products?
OF/SI manufacturers who use raw ABPs require approval)

Yes ☐

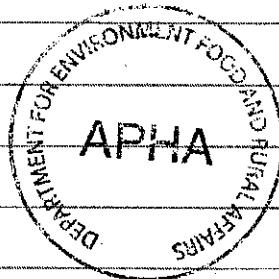
No ☒

(SECTION XII: OF/SI)

15. Do you make or sell any of the following that include ABP or ABP derived products? (SECTION XIII: other registered operators). Registration is only required if the products have not reached their endpoint.

D.V.
(APHA)
07/11/2016

Products	Abbreviation	Tick
Cosmetic products	COSM	<input type="checkbox"/>
Active implantable medical devices	PHAR	<input type="checkbox"/>
Medicinal devices	PHAR	<input type="checkbox"/>
In vitro diagnostic medical devices	PHAR	<input type="checkbox"/>
Veterinary medicinal devices	PHAR	<input type="checkbox"/>
Medicinal products	PHAR	<input type="checkbox"/>
Intermediate products (relating to the above)	PHAR	<input type="checkbox"/>



16. Do you operate as (tick as appropriate):

An independent haulier (an individual or business which transports ABPs or derived products and is not part of any other approved ABP business). If yes please tick where applicable:		
<p style="text-align: right;">TRANS</p> <ul style="list-style-type: none"> Fallen stock collector ABP tanker (e.g. tallow tanker) Haulier who transports ABPs from abattoirs to rendering plants Haulier who transports bulk loads of MMBM, PAP or organic fertiliser/soil improvers Other 		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
An ABP/derived product broker or trader		<input type="checkbox"/>
A pet cemetery		<input type="checkbox"/>
A landfill site		<input type="checkbox"/>

An incinerator authorised under the Waste Incineration Directive or Industrial Emissions Directive ☐

If none of the above are applicable, please confirm what you do below:

~~THE COLLECTION OF INTERNATIONAL CATERING WASTE,
TRANSPORT TO A REGISTERED DISPOSAL POINT.~~

17. What is the average weekly weight of ABPs handled? Less than 1 tonne: ☒ 1-10 tonne(s): ☒ More than 10 tonnes: ☐

18. Are there farm livestock on the premises where raw material or finished product is handled? Yes ☒ No ☐

If yes, please give details:

~~W. SPARE TO MR WILLIAM FURNISS 09/11/2016~~
WILL TRANSPORT 1-10 TONNES AVERAGE P.W. D.V.

19. Will raw material or finished product be taken into domestic dwelling houses? Yes ☐ No ☒

If yes, please give details:

20. Hauliers only: will more than one category of ABP be transported at the same time, in the same bulk vehicle (Split trailers)? Yes ☐ No ☒

Signature

William Furniss

Name in BLOCK LETTERS

WILLIAM FURNISS.

Date

09/11/2016.

Completed and signed forms should be submitted to Animal and Plant Health Agency, County Hall, Spetchley Road, Worcester, WR5 2NP. You can email a scanned copy of the completed and signed form to APHA (ABP@apha.gsi.gov.uk) but are advised that conventional email is unencrypted and therefore sensitive information should not be transferred.

Guidance notes on the need to complete this form

Registration of the following operations is not required:

- establishments previously approved or authorised under Regulation (EC) No. 1774/2002 do not require further approval or registration
- establishments already approved or registered under Regulation (EC) No. 852/2004 or Regulation (EC) No. 853/2004 do not require further registration
- activities involving the generation of animal by-products on site only, which are carried out on farm or other premises where animals are kept, bred or taken care of do not need to notify with a view to registration
- establishments or plants requiring approval under Article 24 of Regulation (EC) No. 1069/2009 or any activity associated with that establishment e.g. transport of ABPs. Such operations including rendering, incineration, combustion, pet food plants, manufacturers of organic fertilisers and soil improvers, compost and biogas plants, plants handling and storing animal by-products or products derived from animal by-products require approval. Application forms are available on the APHA website.
- if you would like advice about completing this form please contact your local APHA office.

What happens next:

- This form will be returned to you stamped by the issuing office as proof of your registration by APHA.
- The official use boxes relating to the activities that do not apply to your plant will be crossed through by the issuing office.
- Information relating to your operation will have been or may be included in the published list of Animal By-Products Registered premises and made available to your Local Authority and Environment Agency.
- Changes to the ownership, address or operation of a registered premises must be notified to your local APHA office.

Mr Alan Colledge
F&R Cawley Ltd
1 Covent Garden Close
Luton
Bedfordshire
LU4 8QB

Our ref: NPWD312409
Date: 30 November 2022

Dear Mr Colledge

**Waste Batteries and Accumulators Regulations 2009 (as amended)
Notification of grant of approval of a waste battery exporter**

We have considered your application for approval as a waste battery exporter under The Waste Batteries and Accumulators Regulations 2009 (as amended) (*'the Regulations'*).

Waste Portable Batteries

We hereby grant approval to F&R Cawley Ltd to operate as an approved battery exporter for waste portable batteries. Your approval extends to the following specified overseas sites only:

ABE operator approval number:	BE2310516BE
Overseas site name & address	Amount of evidence notes (tonnes)
Umicore N.V. Adolf Greinerstraat 14 B-2660 Hobken Belgium	N/A: No evidence being issued
Van Peperzeel Services James Watlaan 6 8218 MB Lelysland Netherlands	N/A: No evidence being issued

Your approval is subject to the conditions specified in Part 2 and Part 4 of Schedule 4 to the Regulations. Your approval applies only to the named exporter for the specified overseas sites only.

Your approval is valid from 01 January 2023 and ends on 31 December 2023, unless it is otherwise suspended or cancelled.

Waste Industrial and Automotive Batteries

We hereby grant approval to F&R Cawley Ltd to operate as an approved battery exporter (ABE) for waste industrial and automotive batteries. Your approval extends to the following specified overseas sites and category only:

Your approval covers the following sites and category only:

ABE operator approval number:		BE2310515BE
Battery category	Overseas site name and address	Limit (tonnes)
Industrial only	Umicore N.V. Adolf Greinerstraat 14 B-2660 Hobken Belgium	150 tonnes or less
Industrial only	Van Peperzeel Services James Watlaan 6 8218 MB Lelysland Netherlands	150 tonnes or less
Industrial only	EcarACCU De Compagnie 13 Zwagg 1689AG Netherlands	150 tonnes or less

Your approval is subject to the conditions specified in Part 2 of Schedule 4 to the Regulations. Your approval applies only to the named operator for the specified approved overseas sites only.

As your application only detailed how you will export industrial batteries, we will require further information detailing how you will accept and treat automotive batteries should you decide to do so.

You have given an undertaking (paragraph 4 of regulation 65) in respect of a tonnage limit, which is indicated for each site in the table above, and consequently you have paid the lower application charge. If you subsequently exceed this tonnage limit you will be liable to pay an additional charge. You must pay the additional charge within 28 days of exceeding the threshold.

Your approval is valid from 01 January 2023 and ends on 31 December 2023, unless it is otherwise suspended or cancelled.

The approval allows you to export waste industrial batteries for treatment and recycling to these specified approved overseas sites.

Suspension and cancellation of approval

We may suspend or cancel your approval where it appears to us that you have failed, or are likely to fail, to comply with any of the conditions of approval. Suspension or cancellation may extend to one or more of your overseas sites, or may apply to your whole approval. Your whole approval will cease to have effect if you cease to be a battery exporter, or you request that your approval should be cancelled.

You must notify us immediately, in writing, of any changes to the details submitted with your application. If you wish to export to any additional overseas sites you must submit an application to extend your approval to cover these sites, which will incur a charge of £110 per additional site.

You must ensure that all international shipments of waste batteries are in accordance with the Waste Shipments Regulations. More information on this can be found on our website at <https://www.gov.uk/guidance/importing-and-exporting-waste> or by contacting our International Waste Shipments team on 01925 542 265 or emailing to AskShipments@environment-agency.gov.uk.

This approval does not replace any other environmental authorisation that you may have for the sites. You must continue to comply with these and other relevant legislation.

Please contact Sarah Harmson on 020 847 476 08 if you have any queries.

Yours sincerely



Christine Norris
Senior Technical Officer
Producer Responsibility Regulatory Services

Mr Alan Colledge
F&R Cawley Ltd
1 Covent Garden Close
Luton
Bedfordshire
LU4 8QB

Our ref: NPWD312409
Date: 30 November 2022

Dear Mr Colledge

Waste Batteries and Accumulators Regulations 2009 (as amended)
Notification of grant of approval of a waste battery treatment operator

We have considered your application for approval as a waste battery treatment operator under The Waste Batteries and Accumulators Regulations 2009 (as amended) (*'the Regulations'*).

Waste Portable Batteries

We hereby grant approval to F&R Cawley Ltd to operate as an approved battery treatment operator for waste portable batteries. Your operator approval number is BT2310670BT.

Your approval covers the following site only:

Site name and address	Individual site approval number	Amount of evidence notes (tonnes)
F&R Cawley Ltd 1 Covent Garden Close Luton Bedfordshire LU4 8QB	BS2310671BS	15 tonnes or less

Your approval is subject to the conditions specified in Part 2 and Part 3 of Schedule 4 to the Regulations. Your approval applies only to the named operator for the specified approved site only.

You have given an undertaking (paragraph 4 of regulation 65) in respect of a tonnage limit, which is indicated for each site in the table above, and consequently you have paid the lower application charge. If you subsequently exceed this tonnage limit you will be liable to pay an additional charge. You must pay the additional charge within 28 days of exceeding the threshold.

Your approval is valid from 01 January 2023 and ends on 31 December 2023, unless it is otherwise suspended or cancelled.

The approval allows you to issue evidence notes for waste portable batteries which you accept at this site for treatment and recycling. You must issue evidence notes in accordance with the Regulations.

Waste Industrial and Automotive Batteries

We hereby grant approval to F&R Cawley Ltd to operate as an approved battery treatment operator for waste industrial and automotive batteries. Your operator approval number is BT2310607BT.

Your approval covers the following site and category only:

Site name and address	Battery category	Individual site approval number	Limit (tonnes)
F&R Cawley Ltd 1 Covent Garden Close Luton Bedfordshire LU4 8QB	Industrial only	BS2310608BS	Over 150 tonnes

Your approval is subject to the conditions specified in Part 2 of Schedule 4 to the Regulations. Your approval applies only to the named operator for the specified approved site only.

As your application only detailed how you will accept and treat industrial batteries, we will require further information detailing how you will accept and treat automotive batteries should you decide to do so.

Your approval is valid from 01 January 2023 and ends on 31 December 2023, unless it is otherwise suspended or cancelled.

The approval allows you to treat and recycle waste industrial and automotive batteries which you accept at this site for treatment and recycling.

Suspension and cancellation of approval

We may suspend or cancel your approval where it appears to us that you have failed, or are likely to fail, to comply with any of the conditions of approval. Suspension or cancellation may extend to one or more of your approved sites, or may apply to your whole approval. Your whole approval will cease to have effect if you cease to be a battery treatment operator, or you request that your approval should be cancelled.

You must notify us immediately, in writing, of any changes to the details submitted with your application.

This approval does not replace any other environmental authorisation that you may have for the site. You must continue to comply with these and other relevant legislation.

Please contact Sarah Harmson on 020 847 476 08 if you have any queries.

Yours sincerely



Christine Norris
Senior Technical Officer
Producer Responsibility Regulatory Services



ENVIRONMENT
AGENCY

ENVIRONMENTAL PROTECTION ACT 1990
SECTION 37

WASTE MANAGEMENT LICENCE
NOTICE OF MODIFICATION

LICENCE REF No: 2/1996 (EA WML 80461)	FACILITY TYPE: Transfer Station
LICENCE HOLDER: F&R CAWLEY LIMITED 1 COVENT GARDEN CLOSE LUTON BEDFORDSHIRE LU4 8QB Company Registration No 4170234	LICENSED FACILITY: 1 COVENT GARDEN CLOSE LUTON BEDFORDSHIRE LU4 8QB

WHEREAS on the 24 April 1997 the Environment Agency issued a waste management licence in pursuance of its powers under Part II of the Environmental Protection Act 1990 for the above named facility to F & R Cawley Limited (company registration number 441058)

AND WHEREAS on the 31st October 2001 the licence was transferred to F&R Cawley Limited (company registration number 4170234)

NOTICE IS HEREBY GIVEN that the Agency modifies the conditions of the said licence in accordance with Section 37(1)(a) of the Environmental Protection Act 1990 and as set out in the Schedule attached to this notice.

Signed

Name G E LARGE
(Team Leader Waste Licensing)

Dated

27 June 2002

This modification shall take effect on 29th June 2002 at 00.01 hours

CONTROLLED COPY
01

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED AT THE END OF
THIS MODIFICATION.

Environment Agency, Bromholme Lane, Brampton, Huntingdon, Cambs PE28 4NE

F&R Cawley Limited

Licence No: 2/1996 (EA WML 80461)

Modification No: 1

Notice of variation with introductory note

The Environmental Permitting (England & Wales) Regulations 2010

F&R Cawley Limited
1 Covent Garden Close
Luton
LU4 8QB

Variation application number

EPR/MP3397NF/V003

Permit number

EPR/MP3397NF

Mr Furniss
F&R Cawley Ltd T/A Cawleys
1 Covent Garden Close
Luton
LU4 8QB

Exemption Ref: NC2/061729/2020
Our Ref: C1911327

20 October 2020

Dear Mr Furniss

The Environmental Permitting (England and Wales) Regulations 2016

CONFIRMATION OF REGISTRATION

Name of the establishment or undertaking: **F&R Cawley Ltd T/a Cawleys**

Location of the activity: **1 Covent Garden Close, Luton, LU4 8QB**

Date of Registration: **20/10/2020**

With reference to your submission received on 01/10/2020, to carry out the repair or refurbishment of Waste Electrical and Electronic Equipment under waste exemption T11 of the above Regulations at the above site.

We can confirm that the operation has been registered as exempt.

The exemption will remain valid at this site until **19/10/2023**. We will remind you that the exemption is due for renewal one month prior to this date. You can renew at any time during the month prior to expiry, but if you fail to renew during this period, you will have to make a new application.

Although the above operation is now registered, it remains so only whilst you operate within the terms and conditions of the exemption and whilst you do not cause pollution, harm to the human health or detriment to amenity. It is a criminal offence to carry out this type of operation without an exemption or environmental permit. It is your responsibility to ensure that you know what the legislation requires and that you operate within it.



ENVIRONMENT
AGENCY

ENVIRONMENTAL PROTECTION ACT 1990
SECTION 37

WASTE MANAGEMENT LICENCE
NOTICE OF MODIFICATION

LICENCE REF No: WDA250 - EA WML 70079	FACILITY TYPE: Waste Transfer Station
LICENCE HOLDER: F&R Cawley Limited	LICENSED FACILITY:
The Company Secretary F&R Cawley Limited 1 Covent Garden Close Luton Bedfordshire LU4 8QB	Haversham Bank Sidings Old Wolverton Road Wolverton Milton Keynes MK12 5TJ
Company Registration No 4170234	

WHEREAS on the 30th September 1987 Buckinghamshire County Council issued a disposal licence (now to be treated as a waste management licence) in pursuance of its powers under Part I of the Control of Pollution Act 1974 for the above named facility to Lyn Skips

AND WHEREAS on the 1st April 1996 the powers and duties of all waste regulation authorities in England and Wales transferred to the Environment Agency ("the Agency") by virtue of section 2 of the Environment Act 1995

AND WHEREAS on 31st October 2001 the licence was transferred to F&R Cawley Limited (company registration number 4170234) and has been modified from time to time

NOTICE IS HEREBY GIVEN that the Agency modifies the conditions of the said licence in accordance with Section 37(1)(a) of the Environmental Protection Act 1990 and as set out in the Schedule attached to this notice.

Signed

Name

G E LARGE

(Team Leader Waste Licensing)

Dated

4 April 2002

This modification shall take effect on 6th April 2002 at 00.01 hours

CONTROLLED COPY

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED AT THE END OF
THIS MODIFICATION.

Waste exemption registration WEX300361

We confirm that the details you have entered, as shown below, are now on the exemptions register. Your registration should show on the public register within 5 days.

This document is not a permit. Exemptions may have ceased or been revoked.

To check whether these exemptions are still valid, check the company's registration WEX300361 on the public register of waste exemptions:

<https://environment.data.gov.uk/public-register/view/search-waste-exemptions>

Business responsibilities

The business or organisation responsible for carrying out the exempt waste operations agrees to:

- comply with all limits on waste types and quantities
- comply with all conditions governing how waste must be stored, handled and treated
- carry out the operations without endangering human health or harming the environment

For the operations to remain exempt they must be carried out without:

- causing risk to water, air, soil, plants or animals
- causing a nuisance through noise and odours
- negatively affecting the countryside or places of special interest

In sensitive locations, extra controls may be needed over and above those set out in the exemptions to make sure this happens.

Registration details

Registration details

Reference Number	WEX300361
Date registered	7 March 2022

Exemptions

S2: Storing waste in a secure place	Expires on 6 March 2025
-------------------------------------	-------------------------

Your contact details

Your name	Nigel Ingram
Your telephone number	07392870906
Your email address	nigel.ingram@cawleys.co.uk

Waste operator details

Business or organisation type	Limited company
Waste operator responsible for these waste operations	F & R Cawleys LTD
Address of the Waste operator	F & R CAWLEY LTD

1
COVENT GARDEN CLOSE
LUTON
LU4 8QB

Waste operations contact

Name	Nigel Ingram
Position	Operations Director
Telephone number	07392870906
Email	nigel.ingram@cawleys.co.uk
Address	F & R CAWLEY LTD 1 COVENT GARDEN CLOSE LUTON LU4 8QB

Waste operation details

Waste operation location	Haversham Bank Siding Old Wolverton Road Milton Keynes MK12 5TL
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Notice of variation and consolidation with introductory note

The Environmental Permitting (England & Wales) Regulations 2010

F & R Cawley Limited

Neilson Road Depot
Off Paterson Road
Finedon Road Industrial Estate
Wellingborough
Northamptonshire
NN8 4BZ

Variation application number
EPR/JP3494NM/V007

Permit number
EPR/JP3494NM

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Contact Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

WASTESOLVE LIMITED

Registered as

An upper tier waste carrier, broker and dealer

Registration number

CBDU416101

Address of place of business

WASTESOLVE LTD
COVENT GARDEN CLOSE
LUTON
LU4 8QB

Telephone number

(0845) 2602000

Date of registration

8 December 2021

Expiry date of registration (unless revoked)

8 December 2024

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.



CERTIFICATIONS

Occupational H&S ISO 45001:2018	OHS 602326	Expires: 12/05/2026
Environmental ISO 14001:2015	EMS 522031	Expires: 12/05/2026
Quality ISO 9001:2015	FS 33760	Expires: 12/05/2026
Contractors H&S Assessment Scheme (CHAS)		Expires: 21/03/2024
Alcumus SafeContractor	CF5857	Expires: 21/03/2024
BROWZ Qualification & Management Programme	2839D	Issued: 06/05/2015
BSC Member Certificate	S0392018	Expires: 31/12/2023
Road Haulage Association Certificate	0000567-000	Expires: 31/10/2023
DVSA Earned Recognition Certificate		Issued: 24/04/2018
Information Commissioner's Office Certificate	Z5757860	Expires: 13/09/2023
Investors in People Certificate		Expires: 30/06/2026
RoSPA Winner of the Waste Management & Recycling Industry Sector		Issued: May-2023
Vehicle Recyclers Association		Expires: 31/07/24
RoSPA Fleet Safety Gold Award		Issued: May-2023
IOSH Working safely licence		Expires 31/08/24

Certificate of Registration

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - ISO 45001:2018

This is to certify that:

F & R Cawley Ltd
T/A Cawleys
1 Covent Garden Close
Luton
LU4 8QB
United Kingdom

Holds Certificate Number:

OHS 602326

and operates an Occupational Health and Safety Management System which complies with the requirements of ISO 45001:2018 for the following scope:

**Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. The provision of a recycling facility for dry recyclables. Customer on site waste management.
[Previously certified to BS OHSAS 18001:2007 since 2014-07-08]**

For and on behalf of BSI:



Matt Page, Managing Director Assurance - UK & Ireland

Original Registration Date: 2021-07-09

Latest Revision Date: 2023-04-21

Effective Date: 2023-05-13

Expiry Date: 2026-05-12

Page: 1 of 2



0003

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Certificate No: OHS 602326

Location	Registered Activities
F & R Cawley Ltd T/A Cawleys 1 Covent Garden Close Luton LU4 8QB United Kingdom	Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. The provision of a recycling facility for dry recyclables. Customer on site waste management.
F & R Cawley Ltd T/A Cawleys Haversham Bank Sidings Old Wolverton Road Old Wolverton Milton Keynes MK12 5NL United Kingdom	Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste; recycling facilities for dry recyclables. Customer on site waste management. A national waste management service.
F & R Cawley Ltd T/A Cawleys Neilson Road Off Paterson Road Finedon Road Industrial Estate Wellingborough NN8 4BZ United Kingdom	Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. Transfer Station.
F & R Cawley Ltd Unit J Park Avenue Industrial Estate Luton LU3 3BP United Kingdom	Collection and transportation service for the removal of non-hazardous commercial and industrial dry waste.

Original Registration Date: 2021-07-09

Latest Revision Date: 2023-04-21

Effective Date: 2023-05-13

Expiry Date: 2026-05-12

Page: 2 of 2

This certificate was issued electronically and remains the property of BSI and is bound by the conditions of contract.
An electronic certificate can be authenticated [online](#).
Printed copies can be validated at www.bsigroup.com/ClientDirectory

Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000
BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.

Certificate of Registration

ENVIRONMENTAL MANAGEMENT SYSTEM - ISO 14001:2015

This is to certify that:

F & R Cawley Ltd
1 Covent Garden Close
Luton
LU4 8QB
United Kingdom

Holds Certificate Number:

EMS 522031

and operates an Environmental Management System which complies with the requirements of ISO 14001:2015 for the following scope:

Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. The provision of a recycling facility for dry recyclables. Customer on site waste management.

For and on behalf of BSI:



Matt Page, Managing Director Assurance - UK & Ireland

Original Registration Date: 2008-06-26

Latest Revision Date: 2023-04-21

Effective Date: 2023-05-13

Expiry Date: 2026-05-12

Page: 1 of 2



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Certificate No: EMS 522031

Location	Registered Activities
F & R Cawley Ltd T/A Cawleys 1 Covent Garden Close Luton LU4 8QB United Kingdom	Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. The provision of a recycling facility for dry recyclables. Customer on site waste management.
F & R Cawley Ltd T/A Cawleys Haversham Bank Sidings Old Wolverton Road Old Wolverton Milton Keynes MK12 5NL United Kingdom	Collection and transportation service for the removal of non-hazardous commercial and industrial dry waste. Transfer Station.
F & R Cawley Ltd T/A Cawleys Neilson Road Off Paterson Road Finedon Road Industrial Estate Wellingborough NN8 4BZ United Kingdom	Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. Transfer Station.
F & R Cawley Ltd Unit J Park Avenue Industrial Estate Luton LU3 3BP United Kingdom	Collection and transportation service for the removal of non-hazardous commercial and industrial dry waste.

Original Registration Date: 2008-06-26

Latest Revision Date: 2023-04-21

Effective Date: 2023-05-13

Expiry Date: 2026-05-12

Page: 2 of 2

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BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.

Certificate of Registration

QUALITY MANAGEMENT SYSTEM - ISO 9001:2015

This is to certify that:

F & R Cawley Ltd
1 Covent Garden Close
Luton
LU4 8QB
United Kingdom

Holds Certificate Number:

FS 33760

and operates a Quality Management System which complies with the requirements of ISO 9001:2015 for the following scope:

Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. The provision of a recycling facility for dry recyclables. Customer on site waste management.

For and on behalf of BSI:



Matt Page, Managing Director Assurance - UK & Ireland

Original Registration Date: 1996-03-25

Latest Revision Date: 2023-04-21

Effective Date: 2023-05-13

Expiry Date: 2026-05-12



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Certificate No: FS 33760

Location	Registered Activities
F & R Cawley Ltd T/A Cawleys 1 Covent Garden Close Luton LU4 8QB United Kingdom	Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. The provision of a recycling facility for dry recyclables. Customer on site waste management.
F & R Cawley Ltd T/A Cawleys Haversham Bank Sidings Old Wolverton Road Old Wolverton Milton Keynes MK12 5NL United Kingdom	Collection and transportation service for the removal of non-hazardous commercial and industrial dry waste. Transfer Station.
F & R Cawley Ltd T/A Cawleys Neilson Road Off Paterson Road Finedon Road Industrial Estate Wellingborough NN8 4BZ United Kingdom	Collection and transportation service for the removal of hazardous and liquid waste products, non-hazardous commercial and industrial dry waste. Transfer Station.
F & R Cawley Ltd Unit J Park Avenue Industrial Estate Luton LU3 3BP United Kingdom	General transport operations, vehicle and container storage.

Original Registration Date: 1996-03-25

Latest Revision Date: 2023-04-21

Effective Date: 2023-05-13

Expiry Date: 2026-05-12

Page: 2 of 2

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Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000
BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.



STANDARD

SSIP SAFETY
SCHEMES IN
PROCUREMENT

FOUNDER MEMBER

CERTIFICATE

OF

ACCREDITATION

This is to certify that

F&R Cawley Ltd t/a Cawleys

Membership No.: CHAS-0011608
SSIP Approved

has demonstrated compliance with the CHAS standards in line
with SSIP Core Criteria and UK H&S Legislation.

Full SSIP Core Criteria assessment carried out by SafeContractor



Ian McKinnon
Managing Director



CERTIFICATE VALID UNTIL

21 MARCH 2024

0345 521 9111

CHAS.co.uk

Certificate of Accreditation

This is to certify that

F&R Cawley Ltd t/a Cawleys

has achieved SafeContractor accreditation

Date: 16th March 2023

This certificate is valid until: 21st March 2024

Certificate number: CF5857

Signed:

Alyn Franklin
Alcumus CEO



Alcumus SafeContractor Ltd is a UKAS accredited Type C Inspection body under ISO17020:2012 covering the SSIP Core Criteria element of the SafeContractor Assessment Standard.

Full Validation of this certification should be made via the SSIP Portal <https://www.ssiportal.org.uk/>



Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

Work Categories:

Ability to Subcontract: Ability to Subcontract

Waste Services: Refuse Collection & Disposal

Industry Roles:

Non-Construction Contractor

Category Related Activities:

Inhalation of Dust, Fibres and Fumes, Selection & Control of Subcontractors, Traffic Management, Working with Chemicals and Hazardous substances

Full validation of this certificate should be made via the SSIP Portal www.ssiportal.org.uk

SafeContractor accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

www.safecontractor.com
www.alcumus.com

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Company registration number: 07618138

 **Alcumus**[®]
Safer, Healthier, Stronger



Membership Certificate

On the date of this certificate,

Cawley (F&R Cawley Ltd)

successfully achieved supplier membership of the **BROWZ** qualification and management programme which provides hiring companies with the ability to confirm the capabilities of supplier members at any time.

Date 06 - 05- 2015

BROWZ Identification Number 2839D

A handwritten signature in black ink, appearing to read 'Michael Ford'.

Michael Ford

Global Director / Audit and Safety Services
BROWZ

A handwritten signature in black ink, appearing to read 'Elaine Beitler'.

Elaine Beitler

Chief Executive Officer
BROWZ

BROWZ Europe Ltd. | Building 3, Chiswick Park, 566 Chiswick High Road, London W4 5YA
UK Customer Service (U.K.): +44 (0) 203 397 1865 www.browz.com/uk

This is not a legal document and should not be used as such. The certificate is not valid if the company's subscription is out of date. The certificate does not signify that the supplier continues to meet any client's minimum or pre-qualification requirements. To obtain or confirm the pre-qualification status of the supplier, please contact BROWZ Australia Pty Ltd, or login to the BROWZ application and search via the BROWZ Identification Number.



British Safety Council

— Member —



This is to certify that
F & R Cawley Limited

as a member of the British Safety Council, is committed
to keeping people safe and healthy at work.

Valid until 31st December 2023

Peter McGettrick
Chair of The Board of Trustees

Mike Robinson
Chief Executive



Because
Experience
Counts



This is to certify that

CAWLEYS LTD

*1 Covent Garden Close,
LUTON, LU4 8QB*

*Is (subject to the RHA's Terms & Conditions) elected
a **Member*** of the **RHA***

Valid from 01/11/2022 to 31/10/2023

Membership No: 0000567-000

Finance Customer Number: CAW002

Chair Person

Vice Chair Person

Managing Director

This certificate remains the property of the Road Haulage Association Limited trading as the RHA and is issued in accordance with the RHA's Articles of Association, Rules and Code of Conduct (in each case, as updated from time to time, available upon request). It is to be surrendered to the Association on cessation of Membership.

*All new membership applications are subject to the approval at the next applicable Regional Council meeting, which will be held within three months of the start of the membership period.



This is to certify that

F & R Cawley Ltd

is a founder member of
DVSA Earned Recognition



A handwritten signature in black ink, appearing to read 'Gareth Llewellyn'.

Gareth Llewellyn
Chief Executive, DVSA

24th April 2018

Date

Certificate

Organisation Name:

F & R Cawley Limited

Reference number:

Z5757860

Tier:

Tier 1

Start date:

14 September 2001

End date:

13 September 2023

Data Protection Officer



At

Cawleys

We invest in people Gold

Paul Devoy

Paul Devoy

CEO, Investors in People

Date 30/06/2023 - 30/06/2026



Making work better since 1991



Sponsored by
Croner-i

The Royal Society for the Prevention of Accidents

Gold Fleet Safety Award

Granted to

F&R Cawley Ltd

2023

President

A handwritten signature in dark blue ink, reading "Judith Jolly". The signature is written in a cursive, flowing style.

Baroness Jolly

CERTIFICATE OF MEMBERSHIP



Vehicle Recyclers'
Association

M E M B E R

This is to certify that

LITHIUM BATTERY RECYCLING SOLUTIONS LTD

(Membership number: 7309)

is a member of the

Vehicle Recyclers' Association

For the period 1st August 2023 – 31st July 2024

and subscribes to the Rules and Code of Conduct of the Association

www.vrauk.org



Institution of Occupational Safety and Health

Licence

This is to certify that

F & R Cawley Ltd

*has satisfied the terms and conditions laid down by the
Institution and is therefore authorised as a provider of the
following training course:*

Working Safely V 5.0



31 Aug 2024

Expiry Date:

Vanessa Howard-Wicks
Chief Executive



Local Recycling | Global Responsibility

Head Office: 1 Covent Garden Close, Luton, Beds, LU4 8QB

Tel: 0845 260 2000 | Fax: 01582 847 453 | Web: www.cawleys.co.uk

