

**Mark Doran, Executive Director of  
Growth & Environment**



**Paul Chaston  
Planning Department  
North Herts District Council  
Council Offices  
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Hertfordshire SG6 3JF**

**Spatial Planning Unit  
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My ref: SPEU/FB  
Your ref: 26/01312/DOC  
Date: 10/06/2026**

Dear Paul Chaston,

**Location:** Guysfield Residential Home Willian Road Letchworth  
Garden City Hertfordshire SG6 2AB  
**Proposal:** Details reserved by Condition 5 (Site Waste Management  
Plan) of planning permission reference 24/02758/FP  
granted on 10.12.2025.  
**Application Number:** 26/01312/DOC

I am writing on behalf of the Waste Planning Authority, in response to the above proposal to discharge condition 5 (Site Waste Management Plan) as attached to planning permission 24/02758/FP.

The submitted SWMP provides the project details on page 3 under 'PROJECTED WASTE PLAN', however it does not include a declaration that the client and contractor will comply with the requirements of the Duty of care that materials will be handled efficiently and waste managed appropriately (Section 34 of Environmental Protection Act 1990 and Environmental Protection (Duty of Care) Regs 1991) as requested in our standard SWMP checklist.

The types of waste projected to arise have been detailed within the document alongside an estimated quantity in tonnes, and this is welcomed by the county council, as the Waste Planning Authority.

However, the 6 digit EWC code for each waste type has not been included, and although there is space to record the actual waste arisings in tonnes in the

penultimate table – ‘Waste Analysis’, there is no room included for explanations for any differences between the amounts.

As a reminder, these are the SWMP requirements we would usually request as the Waste Planning Authority:

#### Project and People

- Identification of the client
- Identification of the Principal Contractor
- Identification of the person who drafted the SWMP
- Location of the site
- An estimated cost of the project
- Declaration that the client and contractor will comply with the requirements of Duty of care that materials will be handled efficiently and waste managed appropriately (Section 34 of Environmental Protection Act 1990 and Environmental Protection (Duty of Care) Regs 1991)

#### Estimating Waste

- A description of the types of waste that are expected to arise on site (recorded through the use of 6-digit European Waste Catalogue codes) and an estimated quantity for each of the types (in tonnes)
- Waste management actions for each waste type (i.e., will the waste be re-used or recycled (on-site or off-site?), recovered or disposed of)

#### Space for Later Recordings

- Space for the recording of actual figures against the estimated figures
- Space for the recording and identification of those responsible for removing the waste from site and details of the sites they will be taking it to
- Space to record explanations for any deviations from what has been set out in the SWMP, including explanations for differences in actual waste arisings compared to the estimates

The Waste Planning Authority would request the submission of a slightly amended SWMP including the requirements listed above before we would be happy with the partial discharge of condition 5. We note that the applicant previously requested a two stage discharge process - stage one occurring prior to the commencement of demolition, and a further SWMP submitted and assessed prior to the commencement of the main contract works.

Yours sincerely,

Finlay Banks

A black rectangular box redacting the signature of Finlay Banks.

Planning Officer - Minerals and Waste Policy.