

# Sheffield City Council

## Application for a permit for coal, coke, coal product and petroleum coke processes

Local Authority Pollution Prevention and Control  
Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2016

### Introduction

#### When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a coal, coke, coal product and petroleum coke installation as defined in Schedule 1 to the Environmental Permitting Regulations.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete, send the form and the fee and any additional information to:

**Sheffield City Council**  
**Environmental Protection Service**  
**Howden House**  
**5<sup>th</sup> Floor (North)**  
**1 Union Street**  
**Sheffield S1 2SH**

**Tel: 0114 2734651      Email: [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)**

#### If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us at the local authority address given above if you need any advice on how to set out the information we need.

For the purposes of Section H of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

#### LAPPC application form: to be completed by the operator

For Local Authority use		
Application reference	Officer reference	Date received

**A**     **The basics**

**A1**    **Name and address of the installation (not required for mobile plant)**

Postcode	Telephone

**A2**    **Details of any existing environmental permit or consent** *(for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies.*

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**A3**    **Operator details** *(The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)*

Name:  Trading name, if different:
Registered office address:   Principal office address, if different:
Company registration number:

**A4 Any holding company?**

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If “yes” please fill in details of the ultimate holding company.

No  Yes

Name:  Trading name, if different:
Registered office address:   Principal office address, if different:
Company registration number:

**A5 Who can we contact about your application?** *It will help to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator - This can be an agent or consultant.*

Name and position: _____
Telephone: _____
Email: _____

**B** **The installation**

**B1** **Is the installation annual throughput less than 250,000tonnes per annum?**

Yes  No

**If you answered No to question B1 this installation is not suitable for a simple permit.**

**B2** **Do the activities carried out at your installation include:** (tick all that apply)

a) coal stockyard  Yes  No

b) ship loading/unloading  Yes  No

c) open cast pit  Yes  No

d) coal briquetting  Yes  No

e) other  Yes  No

**B3** **Why is the application being made?**

new installation

change to existing installation means it now needs a permit

**B4** **Site maps – please provide:**

- **A location map with a red line round the boundary of the installation**

Document reference: \_\_\_\_\_

- **A site plan or plans showing where all the relevant activities are on site:**

a) where the processing plant will be installed

b) the areas and buildings/structures designated for materials and waste storage and the type of storage

c) the conveyors and transfer points

d) any directly associated activities or waste operations.

To save applying for permit variations, you can also show where on site you might want to use for storage etc. in the future.

Document reference: \_\_\_\_\_

**B5** **Are there any sites of special scientific interest (SSSIs) or European protected**

**sites nearer than any of the following distances to the proposed installation?**

- 1km - where the installation involves mineral or cement and lime activities

Yes  No

**If yes, is the installation likely to have a significant effect on the special scientific interest or European protected sites?**

Yes  No

**If yes, please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the [general guidance manual](#))**

Document Reference: \_\_\_\_\_

**B6 Will emissions from the activity potentially have significant environmental effects (including nuisance)?**

Yes  No

**If yes, please list the potential significant local environmental effects (including nuisance) of the foreseeable emissions on a separate document.**

Document Reference: \_\_\_\_\_

**If yes, please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.**

Document Reference: \_\_\_\_\_



**C7 Will any material be stored in the open (unenclosed) other than material wholly comprised of one or more of the following: >3mm material, sand, scalplings, road sub base (MOT) material that has been conditioned before deposit, conditioned crusher-run or blended material?** *[informs condition 5]*

Yes  No

**C8 Do you have belt conveyors:** *[informs condition 8]*

Yes  No

**If yes, which of the following facilities will be provided to convey any coal/fuel (tick all that apply)** *[informs condition 8]*

a) deep trough ground-level conveyor

b) fully-enclosed conveyor

c) pneumatic handling system

d) bucket elevator

e) wind boards

f) other – please specify \_\_\_\_\_

**C9 How do you manage dust emissions from your coal stockpiles?** *[informs condition 6 & 7]*

Do you have small coal?:  Yes  No

**If yes, do you profile stockpiles of small coal?** *[informs condition 6]*

Yes  No

Do you compact your stockpiles of small coal? *[informs condition 5 & 6]*

Yes  No

Do you store fuels which may be damaged by compacting? *[informs condition 5 & 6]*

Yes  No

**If yes, what techniques do you use to control dust emissions ? (tick all that apply)** *[informs condition 18]*

a) three-sided bays

b) limiting the height of stockpiles

c) covers, dust suppressants

d) wind breaks with bunding or fencing

e) strategic location

f) strategic sizing arrangements

**C10 Which of the following methods will be used to minimise emissions at belt conveyor transfer points, including free fall of material? (tick all that apply)** *[informs condition 8]*

- a) enclosed
- b) enclosed and ducted to arrestment equipment
- c) fitted with a chute
- d) drop heights minimised
- e) other - please specify \_\_\_\_\_

**C11 Which of the following techniques will be used to clean belt conveyors**  
*(tick all that apply)* *[informs condition 8]*

- a) belt scrapers
- b) catch plates
- c) other techniques for keeping the return belt clean and collecting the material removed by the cleaning – *please specify:*

\_\_\_\_\_

**C12 How will potentially dusty materials (including any raw materials, finished products and waste), arrive at or leave the site?** *(tick all that apply)*  
*[informs Condition 9, 10 & 11]*

	Raw Materials	Finished Products	Waste
Road			
Rail			
Other			

**C13 How will potentially dusty materials, (including any raw material, finished products and waste) be transported within the site** *(tick all that apply)*  
*[informs condition 18]*

- a) tanker
- b) fully-enclosed transport
- c) 'canopied' rail wagons
- d) sheeted transport
- e) water suppression applied to the transported material
- f) aqueous polymer suppression applied to the transported material
- g) bagged
- h) other – please specify \_\_\_\_\_

**C14 Do you have any quarry roads as part of the installation?**  
*[informs condition 18]*

Yes  No

**C15 Which techniques will you use to ensure that all vehicles leave the site with clean wheels and clean underbody?**  
*[informs condition 13]*



- a) body and wheel wash
- b) wheel wash
- c) hose and brush
- d) hard surface between the under-vehicle washing facility  
and the site exit
- e) other – please specify: \_\_\_\_\_

**C16 Do you have internal haul roads?**

*[informs condition 12]*

Yes  No

**If yes, are internal haul roads maintained using a grader?**

*[informs condition 12]*

Yes  No

**C17 Are internal haul roads clearly delineated so that vehicles are restricted to haul roads?**

*[informs condition 12]*

Yes  No

**C18 Do you load or unload ships?**

*[informs condition 10]*

Yes  No

**If yes, do you unload ships using continuous ship unloaders?**

*[informs condition 10]*

Yes  No

**C19 Do you load/unload ships using grabs?**

*[informs condition 10]*

Yes  No

**If yes, do grabs discharge onto:** (tick all that apply)

*[informs condition 10]*

- a) conveyors?
- b) into a hopper?
- c) into a vehicle?
- d) onto the quayside?

**C20 Do you have environmental management procedures and policy?**

*[informs condition 3, 16 & 17]*

Yes  No

**D Anything else**

Please tell us anything else you would like us to take account of.

Document Reference \_\_\_\_\_

**E Application fee**

You must pay the [relevant fee](#) with your application. We do not accept cheques. Please call us on Tel 273 4651 to check the current fees and to pay by card over the phone.

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Name.....

Position.....

Address.....

.....

Telephone.....Fax.....

Email.....

## **F Protection of information**

### **F1 Any confidential or national security info in your application?**

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. [General guidance manual](#) chapter 8 advises on what may be excluded. *(Do not include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.)*

Document Reference \_\_\_\_\_

### **F2 Please note: data protection**

The information you give will be used by the Council to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.

### **F3 Please note: it is an offence to provide false etc information**

It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else), to:

- make a false statement which you know to be false or misleading in a material particular,
- recklessly make a statement which is false or misleading in a material particular
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

If you make a false statement:

- we may prosecute you, and
- if you are convicted, you are liable to a fine or imprisonment (or both).

## H Declarations A and B for signing, please

*These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.*

**Declaration A:** I/We certify

**EITHER** – As evidence of my/our competence to operate this installation in accordance with the EP Regulations, no offences have been committed in the previous five years relating to the environment or environmental regulation.

**OR-** The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the regulations:

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Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration B:** I/We certify that the information in this application is correct. I/We apply for a permit in respect of the particulars described in this application (including the listed supporting documentation) I/we have supplied. *(Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.)*

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 2 - Model Permit

This appendix contains a model permit for Coal, Coke, Coal Product and Petroleum Coke installations – see [relevant para in intro] of this note and para 3.6 of the [General Guidance Manual on Policy and Procedures](#) .

### Notes:

- text in the model permit written in *italics* is advice to regulators.
- text in the model permit in square brackets offers choice to regulators or indicates where information needs to be inserted from the application.
- text bracketed with asterisks (eg \*Alarms shall be tested at least once a week\*.) may be omitted by a regulator where the past performance of the plant gives the local authority sufficient reassurance about operator compliance – “earned recognition”.
- the model permit has been drafted for local authorities in England and Wales. Regulators in Scotland and Northern Ireland will need to amend the legal heading and, where appropriate, references to ‘Council’
- references to ‘installation’ will need to be substituted with ‘mobile plant’ in relevant cases, and other amendments made accordingly
- the purpose of the activity description is to set down the main characteristics of the activity, including any directly associated activities, so it is clear to all concerned what is being authorised by the permit and therefore what changes would need further approval. Regulators are advised to include a description of any key items of arrestment and monitoring equipment the operator intends to use or is using.
- it should normally be sufficient for records relating to simplified permits to be kept for no more than 18 months. Where, however, as a result of a ‘low risk’ rating, inspections are undertaken less often, regulators may want to specify a period which ensures the records are available at the next inspection.

[ ] COUNCIL  
POLLUTION PREVENTION AND CONTROL ACT 1999  
Environmental Permitting (England and Wales) Regulations 2016

Permit ref. no:

Name and address of person (A) authorised to operate the installation ('the operator')

Registered number and office of company (if appropriate)

Address of permitted installation (B)

The installation boundary and key items of equipment mentioned in permit conditions are shown in the plan attached to this permit.

**Activity description**

The operator (A) is authorised to operate the activity<sup>1</sup> at the installation (B) subject to the following conditions.

**Conditions**

**Emissions and monitoring**

1. No visible particulate matter shall be emitted beyond the installation boundary.
2. The emission requirements and methods and frequency of monitoring set out in Table 1 shall be complied with. Sampling shall be representative.

Any monitoring display required for compliance with the permit shall be visible to operating staff at all times. Corrective action shall be taken immediately if any periodic monitoring result exceeds a limit in Table 1, or if there is a malfunction or breakdown of any equipment which might increase emissions. Monitoring shall be undertaken or repeated as soon as possible thereafter and a brief record shall be kept of the main actions taken.

*Where continuous monitors are fitted to show compliance with a numerical limit in Table 1: All continuous monitors fitted to show compliance with the permit shall be fitted with a [visible] [audible] alarm warning of arrestment failure or malfunction. They shall [activate when emissions reach [75%] of the relevant emission limit in Table 1 and] record automatically each activation. \*Alarms shall be tested at least once a week.\**

<sup>1</sup> listed in [ ] in Part 2 of Schedule 1 to the Environmental Permitting Regulations  
PG3/05 Publication version

3. The design guarantee shall be available for arrestment plant or any point where dust contaminated air is extracted from the process to atmosphere with a flow between 100m<sup>3</sup>/min to 300m<sup>3</sup>/min.
4. All plant and equipment capable of causing, or preventing, emissions and all monitoring devices shall be calibrated and maintained in accordance with the manufacturer's instructions. \*Records shall be kept of such maintenance.\*

#### **Coal stockpiles delivery and storage**

5. Coal shall only be stored in [specify storage location] as detailed on the plan attached to this permit and shall be subject to suppression and management techniques to minimise dust emissions.
6. Long term stockpiles of [small] coal shall have no peaks or ridges. Stockpile profile shall be retained after reclamation.
7. Unused stocking areas shall be cleaned or regularly wetted until brought back into use.

#### **Belt conveying**

8. All dusty materials, including wastes, shall be conveyed using [specify conveyor, level of enclosure and enclosure type]. All transfer points shall be fitted with [specify dust control technique].

#### **Loading, unloading and transport (road and rail)**

9. No coal or finished products shall arrive on or leave the site other than by use of [specify transport type and dust control technique]. Vehicles should not be overfilled.

#### **Loading, unloading and transport (ships)**

10. Top dust covers shall be used on grabs when handling coal which contains a preponderance of coal smaller than 3mm.
11. Do not unload onto the quayside.

#### **Roadways and transportation**

12. Roadways and other areas where there is regular movement of vehicles shall be kept clean or wet. Internal haul roads shall be maintained and clearly delineated.
13. All vehicles must have clean wheels and clean underbody before leaving the site.
14. A hard surface shall be provided between the under-vehicle washing facility and the site exit.

#### **Techniques to control fugitive emissions**

15. *[If no process buildings, delete condition.]* The fabric of process buildings shall be maintained dust tight and doors shall be kept closed when not in use maintained so as to minimise visible dust emissions. *[select according to visible dust potential of each process building.]*

## **Records and training**

16. Written or computer records of all tests and monitoring shall be kept by the operator for at least [ ] months. They [and a copy of all manufacturers' instructions referred to in this permit] shall be made available for examination by the Council. \*Records shall be kept of operator inspections, including those for visible and odorous emissions.\*
17. Staff at all levels shall receive the necessary training and instruction to enable them to comply with the conditions of this permit. Records shall be kept of relevant training undertaken.

*The following two conditions are not needed for PPC permits which transferred automatically into the environmental permitting regime by virtue of regulation 69(6) of the 2007 Regulations and regulation 108(4) of the 2010 Regulations. Where permits are issued on or after 6 April 2008 the next two conditions will not automatically apply and need specific inclusion in the permit where required.*

## **Best available techniques**

18. The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation which is not regulated by any other condition of this permit.
19. If the operator proposes to make a change in operation of the installation, he must, at least 14 days before making the change, notify the regulator in writing. The notification must contain a description of the proposed change in operation. It is not necessary to make such a notification if an application to vary this permit has been made and the application contains a description of the proposed change. In this condition 'change in operation' means a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment.



**Table 1 - Emission limits, monitoring and other provisions**

Row	Substance	Source	Emission limits / provisions	Type of monitoring	Monitoring frequency
1	Particulate matter	Whole Process	No visible airborne emission to cross the site boundary where harm or nuisance may be caused	Operator observations	At least daily
2	Particulate matter	Whole site for fugitive emissions	No visible airborne emission to cross the site boundary	As required to ensure dust control measures are working – low tech methodologies such as deposition gauges or sticky slides may be used	As required
				BS dust gauge sites strategically, in agreement with the regulator to measure dust emitted. Shall include wind direction and speed measurement	In agreement with regulator
3	Particulate matter	Arrestment equipment, or any point where dust contaminated air is extracted from the process to atmosphere, with exhaust flow >300m <sup>3</sup> /min.	50mg/m <sup>3</sup>	Recorded indicative monitoring	Continuous
				Isokinetic sampling	At least once to demonstrate compliance, then as necessary to provide a reference for the continuous indicative monitor
4	Particulate matter	Arrestment equipment, or any point where dust contaminated air is extracted from the process to atmosphere, with exhaust flow >100m <sup>3</sup> /min.	No visible emission. Arrestment equipment should be provided with a design guarantee that the equipment can meet 50mg/m <sup>3</sup>	Indicative monitoring to demonstrate that the arrestment equipment is functioning correctly	Continuous
5	Particulate matter	Arrestment equipment, or any point where dust contaminated air is extracted from the process to atmosphere, with exhaust flow <100m <sup>3</sup> /min.	No visible emission	Operator observation Or Indicative monitoring	At least daily Or Continuous

6	Droplets, persistent mist and fume	All emissions to air (except steam and condensed water vapour)	No droplets, no persistent mist, no persistent fume,	Visual observations	*On start-up and on at least two more occasions during the working day*
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Notes:

\*All periodic monitoring results shall be checked by the operator on receipt and sent to the Council within 8 weeks of the monitoring being undertaken.\*

a) The reference conditions for limits in Table 1 are: 273.1K, 101.3kPa, without correction for water vapour content, unless stated otherwise.

b) All periodic monitoring shall be representative and shall use standard methods.

c) The emission limits do not apply during start-up and shut down. All emissions shall be kept to a minimum during these periods.

## **Right to Appeal**

You have the right of appeal against this permit within 6 months of the date of the decision. The Council can tell you how to appeal [*or supply details with the permit*]. You will normally be expected to pay your own expenses during an appeal.

You will be liable for prosecution if you fail to comply with the conditions of this permit. If found guilty, the maximum penalty for each offence if prosecuted in a Magistrates Court is £50,000 and/or 6 months imprisonment. In a Crown Court it is an unlimited fine and/or 5 years imprisonment.

Our enforcement of your permit will be in accordance with the [Regulators' Compliance Code](#).