



**POLLUTION PREVENTION AND CONTROL ACT 1999
ENVIRONMENTAL PERMITTING (ENGLAND & WALES) REGULATIONS 2010
(As Amended)**

**Permit Number: 5.1/08561/JT
Installation Address: Special Care Cremations Limited
Hollow Meadows
Sheffield
S6 6LG**

In accordance with Regulation 13(1) of the Environmental Permitting (England and Wales) Regulations 2010 as amended, Special Care Cremations Limited is hereby permitted to operate a scheduled activity at Hollow Meadows in Sheffield, namely the cremation of human remains in a small scale cremator as described in Schedule 1, Part 2, Chapter 5, Section 5.1, Part B subsection (d) and subject to the following Permit conditions.

Signed

A handwritten signature in black ink, appearing to be 'M. Day', written over a horizontal line.

Dated this day: July 27th 2016

Service Manager

Authorised by Sheffield City Council to sign on their behalf

The Secretary of State's Statutory Guidance for Crematoria PG5/2(12) has provided the framework for the conditions in this Permit.

Name & Address of Operator:

Special Care Cremations Limited
Hollow Meadows
Sheffield
S6 6GL

Contact: John Walsh. Tel 0114 230 1122. Email: john@specialcarecremations.co.uk
Mob: 07736 005151

Registered Office:

Special Care Cremations Limited
774 Newbold Road
Chesterfield
S41 9RP

Address of Permitted Installation:

Special Care Cremations Limited
Hollow Meadows
Sheffield
S6 6GL

Holding Company:

NO

Talking to Us

Any communication with Sheffield City Council should be made to the following address quoting the Permit Number: epsadmin@sheffield.gov.uk or ippc@sheffield.gov.uk

**ENVIRONMENTAL PROTECTION SERVICE
SHEFFIELD CITY COUNCIL
5TH FLOOR (NORTH)
HOWDEN HOUSE
1 UNION STREET
S1 2SH**

Telephone: (0114) 273 4651

Fax: (0114) 273 6464

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Explanatory Note to Pollution Prevention and Control Permit for Part B Installations.

(This note does not form a part of the Permit)

The following Permit is issued under Regulation 13 of the Environmental Permitting (England and Wales) Regulations 2010 (S.I. 2010 No.675), as amended, (“the EP Regulations”) to operate an installation carrying out activities covered by the description in Section 5.1, Part B (d) of Schedule 1 of those Regulations, to the extent authorised by the Permit.

Process Changes

Under the provisions of the EP Regulations, you are required to notify the Council of any proposed change in operation at least 14 days before making the change. This must be in writing and must contain a full description of the proposed change in operation and the likely consequences. Failure to do so is an offence.

If you consider that a proposed change could result in the breach of the existing permit conditions or is likely to require the variation of permit conditions then you may apply in writing under Regulation 20(1) of the EP Regulations. Additionally, if this involves a SUBSTANTIAL CHANGE to the installation you will be required to submit an application, pay the relevant fee and advertise the application accordingly. You may serve a Notice on the Council requesting that they determine whether any change that is proposed would constitute a substantial change before you proceed with application.

Variations to the Permit

The Permit may be varied in the future by the Council serving a Variation Notice on the Operator. If the Operator wishes any of the Conditions of the Permit to be changed, a formal Application must be submitted.

Surrender of the Permit

Where the Operator of a Part B installation or mobile plant ceases or intends to cease the operation of the activity the Operator may notify the Regulator of the surrender of the whole permit, in any other case, notify the Regulator of the surrender of the permit in so far as it authorises the operation of the installation or mobile plant which he/she has ceased or intends to cease operating. The notification shall contain information as described in Regulation 24 or 25 of the EP Regulations.

Transfer of the Permit or Part of the Permit

Before the Permit can be wholly or partially transferred to another person, a joint application to transfer the Permit has to be made by both the existing and proposed holders, in accordance with Regulation 21 of the EP Regulations. A transfer will be allowed unless Sheffield City Council considers that the proposed holder will not be the person who will have control over the operation of the installation or will not ensure compliance with the conditions of the transferred Permit.

Annual Subsistence Fee

In accordance with the Regulations, the holder of a permit is required to pay a fee for the subsistence of the Permit. This fee is payable annually on 1st April. You are advised that under the provisions of the EP Regulations, if you fail to pay the fee due promptly, Sheffield City Council may revoke the Permit. You will be contacted separately each year in respect to this payment.

Public Register

The Council is required by Regulation 46 of the EP Regulations to maintain a Public Register containing information on all LAPPC installations and mobile plant. The register is available for inspection by the public free of charge during office hours (Monday to Friday 9.00 am to 5.00 pm) by appointment at the following address:

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

Tel: 0114 273 4651 or email epsadmin@sheffield.gov.uk

Confidentiality

Sheffield City Council has a duty to consider the question of confidentiality of information supplied to it. If any information supplied is considered confidential, a statement of which information this applies to and the reasons why it is considered confidential should be specified. The Operator is reminded that he may apply to Sheffield City Council for the exclusion of information from the public register under the provisions of the Environmental Permitting (England and Wales) Regulations 2010 as amended.

Appeals

Under Regulation 31 of the EP Regulations, Operators have the right of appeal against the conditions attached to their Permit. Schedule 6 of the EP Regulations sets out the detailed procedures.

Appeals against a Variation Notice do not have the effect of suspending the operation of the Notice. Appeals do not have the effect of suspending Permit conditions.

Notice of appeal against the conditions attached to the Permit must be given within six months of the date of the Notice, which is the subject matter of the appeal.

How to Appeal

There are no forms or charges for appealing. However, for an appeal to be valid, appellants (the person/Operator making the appeal) are legally required to provide:

- Written notice of the appeal;
- A statement of the grounds of appeal;
- A statement indicating whether the appellant wishes the appeal to be dealt with by written representations procedure or a hearing – a hearing must be held if either the appellant or enforcing authority requests this, or if the Planning Inspector or the Secretary of State decides to hold one.
- (Appellants must copy the above three items to the local authority when the appeal is made)
- A copy of any relevant application;
- A copy of any relevant permit;
- A copy of any relevant correspondence between the appellant and the regulator; and
- A copy of any decision or notice, which is the subject matter of the appeal.

Where to Send Your Appeal Documents

Appeals should be addressed to:

**The Planning Inspectorate
Environmental Appeals Administration
Room 4/19 – Eagle Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN**

In the course of an Appeal process the main parties will be informed of procedural steps by the Planning Inspectorate.

To withdraw an appeal the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority.

Enforcement

An **Enforcement Notice** may be served if the Local Authority believes an Operator has contravened, is contravening or is likely to contravene any condition of his Permit.

A **Suspension Notice** may be served if in the opinion of the Local Authority the operation of an installation involves an imminent risk of serious pollution. This applies whether or not the Operator has breached a Permit condition.

The Local Authority can revoke a Permit by written notice at any time by serving a **Revocation Notice**. The Permit then ceases to authorise the operation of the installation.

Offences

A limited summary of the offences is listed below:

- a) operation of an installation without a Permit
- b) failure to comply with or contravene a Permit condition
- c) failure to comply with the requirements of an enforcement or suspension notice

A full list is available under Regulation 38 of the Environmental Permitting (England & Wales) Regulations 2010 as amended.

Penalties

The maximum penalties for the above offences are a fine not exceeding £50,000 and/or up to twelve months imprisonment per offence for a summary conviction (in a Magistrates Court); and a fine and/or up to five years imprisonment for conviction on indictment (in a Crown Court).

Definitions

In relation to this Permit, the following expressions shall have the following meanings:

“Application” means the application for this Permit, together with any response to a notice served under Schedule 4 to the EPR Regulations and any operational change agreed under the conditions of this Permit.

“EPR Regulations” means the Environmental Permitting (England and Wales) Regulations S.I.2010 No. 675 (as amended) and words and expressions defined in the EPR Regulations shall have the same meanings when used in this Permit save to the extent they are explicitly defined in this Permit.

“Permitted Installation” means the activities and the limits to those activities described in this Permit.

“Monitoring” includes the taking and analysis of samples, instrumental measurements (periodic and continual), calibrations, examinations, tests and surveys.

“Regulator” means any officer of Sheffield City Council who is authorised under section 108(1) of the Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(1) of that Act.

“BAT” means the most effective and advanced stage in the development of activities and their methods of operation which indicates the practical suitability of particular techniques for providing in principle the bases for emission limit values designed to prevent, and where that is not practical, generally to reduce emissions and the impact on the environment as a whole. For those purposes:

“available techniques” means those techniques which have been developed on a scale which allows implementation in the relevant industrial sector, under economically and technically viable conditions, taking into consideration the cost and advantages, whether or not the techniques are used or produced inside the United Kingdom, as long as they are reasonably accessible to the Operator;

“best” means, in relation to techniques, the most effective in achieving a high general level of protection of the environment as a whole; “techniques” include both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned. Schedule 2 of the Regulations shall have effect in relation to the determination of best available techniques, and;

“Fugitive Emission” means an emission to air from the permitted installation that is not controlled by an emission limit imposed by a condition of this Permit.

Where any condition of this Permit refers to the whole or parts of different documents, in the event of any conflict between the wording of such documents, the document with the most recent publication date shall be taken to be the most appropriate document to be used.

Description of Activities.

This Permit relates to the operation of a small scale cremator for the cremation of human foetal remains. It also covers the removal of ashes following cremation from the cremator the activity is carried out within the installation boundary marked in red hatching on Schedule 1.

Before the foetal remains are charged in to the primary chamber, the chamber is first heated using red diesel as the fuel source, heating the primary to a temperature of at least 350° C. At this point the only emissions are condensation and heat haze from the diesel burner. The primary chamber is then charged. The temperature is monitored both in the primary and secondary chamber by thermocouples leading to independent digital displays situated on the front of the cremator. Remains are cremated between 450-500°C in the primary chamber.

When the primary chamber reaches 450°C a small amount of compressed air is introduced into the primary chamber to enable combustion of the foetal remains. Temperature is controlled throughout the cremator by either air flow control or burner control. The digital controllers fire the burner automatically to maintain the correct temperature. The temperature is monitored digitally through the thermocouples continuously throughout the process.

The secondary chamber is heated to between 700°C and 900°C in order to conduct heat to the primary chamber and also burn off the exhaust gases from the primary chamber. During the whole cremation process the stack is checked every 10 minutes to ensure there are no visible emissions.

Gases from the secondary chamber pass through to the 5.4 metre high stack and are released to the atmosphere. Checks continue to be made every 10 minutes to ensure emissions are not visible from the stack, until the cremation process is complete. If visible emissions are present the oxygen level is adjusted by means of the introduction of air to the primary chamber or control of air flow into the secondary burner.

The cremator is then cooled and the remains carefully removed and stored individually for return to the bereaved parents.

Fuel Storage and Source

Fuel, red diesel, is stored in a 1350 litre plastic bunded tank situated outside the crematorium building as marked on the attached site plan (marked fuel plan). Fuel is brought on to site via a fuel tanker and pumped safely into the sealed tank.

Handling and Control of Waste

The procedure produces minimal waste. The only associated waste is in the form of cardboard packaging from suppliers and minimal office refuse which is recycled. Whenever necessary any large items or garden waste are disposed to a licensed waste carrier.

Remains to be Cremated

The small scale human remains cremator is intended to cremate pre 24 week gestation miscarried babies and early pregnancy loss tissue with or without a visible foetus.

CONDITIONS OF PERMIT.

The following conditions shall be complied with immediately unless otherwise stated.

Section 1 – Upgrading.

- 1.1 There are no Upgrading requirements.

Section 2 – Plant and Equipment.

- 2.1 The activities at the installation shall be carried out within the installation boundary hatched in red as indicated on the Installation Location and Boundary plan shown in Schedule 1 of this Permit.
- 2.2 Permitted activities shall only be carried on using the plant and equipment as detailed in the Description of Activities and on the Installation Flow Chart reproduced in Schedule 2 of this Permit.
- 2.3 The Operator shall notify Sheffield City Council's Environmental Protection Service of any proposed operational changes, including any alterations to the process involving the provision of new plant or equipment which may affect emissions or have consequences for the environment. The information shall be submitted at least 14 days before the changes take place.

Section 3 - Reporting Requirements.

- 3.1 The Operator shall send Sheffield City Council's Environmental Protection Service, by no later than 1st April each year, details of the total number of cremations in the previous 12 months.
- 3.2 Records of the number of cremations undertaken shall be kept on site and made available for inspection by an authorised officer of Sheffield City Council's Environmental Protection Service.

4.0 Emission Limits, Monitoring and Other Provisions.

- 4.1 Emissions from the stack of the cremator shall be free from visible smoke and no emission from a cremation shall exceed the equivalent of Ringelmann Shade 1. Notes on the Ringelmann and Miniature Smoke Charts are given in British Standard BS2742: 2009.
- 4.2 There shall be no offensive odour beyond the installation boundary, as perceived by the Regulator during the operation of either of the cremators.

- 4.3 The Operator shall ensure that a visual and olfactory assessment of emissions from each cremation is made at least once a day at a time when cremation is occurring.
- 4.4 In the event of a complaint to the Operator or the Regulator , such as of visible emissions or odour, the source of the complaint shall be identified and corrective action taken. The Operator shall:
- Notify the Regulator within 1 day of receipt of the complaint;
 - Identify the cause and take corrective action;
 - Record as much detail as possible regarding the cause and extent of the problem, and the action taken by the Operator to rectify the situation;
 - Record the date, time, location, results of checks, weather conditions and wind direction.
- 4.5 In the case of an abnormal emission, malfunction or breakdown the Operator shall:
- investigate and undertake remedial action **immediately**;
 - adjust the process or activity to minimise those emissions; and
 - promptly record the events and actions taken;
 - notify the Regulator within 1 day of the abnormal emission.
- 4.6 The Regulator shall be informed within 1 day if there is an emission that is likely to have an effect on the local community.
- 4.7 All releases to air, other than steam or condensed water vapour, shall be free from persistent visible emissions.
- 4.8 All emissions to air shall be free from droplets.
- 4.9 The Operator shall keep records of inspections, tests and maintenance including visual assessments. The records shall be made available for the Regulator to examine and kept by the Operator for at least two years.
- 4.10 The Operator shall have a written procedure for dealing with the failure of the cremators, in order to minimise any adverse effects.
- 4.11 All continuous temperature monitoring instruments shall be on display to the Operator throughout the cremation.
- 4.12 The temperature monitors shall be maintained and calibrated in accordance with the manufacturers' instructions, which shall be made available for inspection by the Regulator. The relevant maintenance and calibration shall be recorded in the site log book.

4.13 All reasonably practicable steps shall be taken to minimise the duration and visibility of emissions during start up and shut down.

4.14 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.

5.0 Control Techniques.

5.1 PVC and melamine shall not be used in coffin construction or furnishings.

5.2 Cardboard coffins shall not contain chlorine in the wet-strength agent. (e.g. not using polyamidoamine-epichloroglydrin based resin (PAA-E))

5.3 Packaging for stillbirth, neonatal and foetal remains shall not include any chlorinated plastics.

5.4 Coffins containing lead or zinc shall not be cremated.

5.5 The cremator shall be designed and operated in order to prevent the discharge of smoke, fumes, or other substances during charging.

5.6 The cremator and all ductwork shall be made and maintained gas tight if under positive pressure to prevent the escape of gases from the ductwork or cremator to the air.

5.7 The cremator shall be designed to ensure complete combustion and shall be fitted with a secondary combustion zone.

5.8 The Operator shall provide the volume of the secondary combustion zone, when required by the Regulator.

5.9 When re-bricking a cremator, the convolutions of the secondary combustion chamber shall be maintained and the volume of the chamber recalculated and restated.

5.10 The removal of ash and non-combustible residues from the cremators shall be undertaken carefully so as to prevent dust emissions via the flue.

5.11 Cremated remains shall be moved and stored in a covered container.

5.12 Dusty materials shall be contained.

6.0 Stacks.

- 6.1 Flues and ductwork shall be cleaned regularly and at least annually to prevent accumulation of materials, as part of a written routine maintenance programme. A record of cleaning shall be recorded in the log book or recording system kept in accordance with this Permit.
- 6.2 Exhaust gases discharged through a stack or vent shall be designed to achieve an exit velocity of 15 m/sec in order to achieve adequate dispersion.
- 6.3 Chimneys or process vents shall not be fitted with any restriction at the final opening, for example, a plate, cap or cowl, with the exception of a cone which may be necessary to increase the exit velocity of the emissions.
- 6.4 The flue for the cremators shall terminate at a height of 5.4m from the ground.

7.0 Management and Maintenance.

- 7.1 Spares and consumables, in particular, those subject to continual wear, shall be held on site, or shall be available at short notice from guaranteed local suppliers, so that plant breakdowns can be rectified rapidly.
- 7.2 A written maintenance programme shall be provided to the Regulator on request, with respect to pollution control equipment, including monitoring instrumentation, the cremator secondary chamber, ducts and flues.
- 7.3 Maintenance records shall be kept and made available for inspection by the Operator to the Regulator on demand.
- 7.4 Flue cleaning schedules and records shall be maintained and made available by the Operator to the Regulator on demand.
- 7.5 The Operator shall adopt a structured Environmental Management System suitable for managing the risks under normal operating conditions and in accidents and emergencies.
- 7.6 All malfunctions or breakdowns leading to visible emissions shall be investigated and rectified immediately. Process operations shall be adjusted until normal operations are restored. Details of the malfunction shall be recorded in the log book or recording system. If an effect on the local community is likely, the Operator shall inform the Regulator within 1 working day.

8.0 Records and Training

- 8.1 Staff at all levels shall receive training and instructions necessary for their duties and shall include the following:
- Responsibilities under the Permit;
 - Minimisation of emissions;
 - Actions during abnormal emissions.
- 8.2 The Operator shall keep and maintain a statement of training requirements for each operational post and keep a record of the training received by each employee whose actions may have an impact on emissions. These documents shall be made available to Sheffield City Council's Environmental Protection Service upon request.
- 8.3 The Operator shall ensure that all records required to be made by this Permit and any other records made by it in relation to the operation of the permitted process shall:-
- a) be made available for inspection by the Regulator at any reasonable time;
 - b) be supplied to the Regulator on demand and without charge;
 - c) be legible
 - d) be made as soon as reasonably practicable;
 - e) indicate any amendments which have been made and shall include the original record wherever possible, and;
 - f) be retained at the Permitted installation, or other location agreed by the Regulator in writing, for a minimum period of 2 years from the date when the records were made, unless otherwise agreed in writing.

9.0 Complaints

- 9.1 Within 2 weeks of the date of issue of this Permit, the Operator shall submit a written complaints procedure to Sheffield City Council's Environmental Protection Service to be followed by the Operator in the event of any complaint from the general public, for approval in writing.

10.0 General Conditions

- 10.1 The Operator shall notify the following to Sheffield City Council's Environmental Protection Service, in writing, within 14 days of their occurrence:-
- Any change in the company name, trading name, registered name or registered office address;
 - Any steps taken with a view to going into administration, entering into a company voluntary arrangement or being wound up.
- 10.2 The Operator shall notify the Regulator **without delay** of:-
- a) The detection of an emission of any substance, which exceeds any limit or criterion in this Permit, specified in relation to the substance;
 - b) The detection of any fugitive emission that has caused, is causing or may cause significant pollution, unless the quantity emitted is so trivial that it would be incapable of causing significant pollution.
 - c) The detection of any malfunction, breakdown or failure of plant or techniques which has caused, is causing or has the potential to cause significant pollution
 - d) Any accident, which has caused, is causing or has the potential to cause significant air pollution.
- 10.3 The Operator shall give written notification to Sheffield City Council's Environmental Protection Service in the following instances;
- a) Permanent cessation of the operation of any part of, or all of the Permitted Installation;
 - b) Cessation of the operation of any part of, or all of the Permitted Installation for a period, likely to exceed 1 year;
 - c) Resumption of the operation of any part of, or all of the permitted installation after a cessation notified under (b) above.

- 10.4 All reports and notifications required by this Permit, or under any Regulation under the Environmental Permitting Regulations 2010, as amended, shall be sent to Sheffield City Council's Environmental Protection Service. Unless notified in writing, all reports, notifications and communications in respect of this Permit shall be sent to:

ippc@sheffield.gov.uk or

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

Or any other address as given by the Regulator.

END OF CONDITIONS

EXPLANATORY NOTE

Definition of Best Available Techniques

Local Authorities are obliged by EP regulation 64(2) to have regard to any guidance issued to them by the Secretary of State when determining BAT. BAT for each installation should be assessed by reference to the appropriate technical guidance note. All notes are published on the Defra website: <http://www.defra.gov.uk/environment/ppc>

Article 2(11) of Council Directive 96/61/EC defines "best available techniques" as:

the most effective and advanced stage in the development of activities and their methods of operation which indicates the practical suitability of particular techniques for providing in principle the basis for emission limit values designed to prevent and, where that is not practicable, generally to reduce emissions and the impact on the environment as a whole; and for the purpose of this definition –

"available techniques" means those techniques which have been developed on a scale which allows implementation in the relevant industrial sector, under economically and technically viable conditions, taking into consideration the cost and advantages, whether or not the techniques are used or produced inside the United Kingdom, as long as they are reasonably accessible to the operator;

"best" means, in relation to techniques, the most effective in achieving a high general level of protection of the environment as a whole;

(a) "techniques" includes both the technology used and the way in which the installation is designed, built, maintained, operated and decommissioned.

In determining the best available techniques, special consideration should be given to the items in Annex IV.

Health & Safety

The permit does not affect responsibilities under Health & Safety legislation or any other Statutory requirements.

Please Note

Where complaint is attributable to the operation of the installation and is, in the opinion of the Local Authority, justified, or if new knowledge develops on the potential for harmful effects from emissions, an immediate review of the Permit shall be undertaken. The Local Authority shall subsequently specify any new requirements and compliance time scales.

An annual subsistence fee as prescribed by the Secretary of State for the Environment shall be payable, for this Permit, by the process Operator, to this Authority within 2 weeks of the 1st April of each year.

In the event that the Permit has been issued after the 1st April in the initial year then the subsistence fee shall be pro rata for the complete months remaining and shall be due within 2 weeks of the Permit issue date.

If the relevant payment is not received by Sheffield City Council's Environmental Protection Service then Permit revocation procedures shall be initiated in accordance with Regulation 22 of the Environmental Permitting (England & Wales) Regulations 2010 or any statutory re-enactment of the same.

The requirements of this Permit are not to be taken as planning permission. Where any structural alterations are necessary to ensure compliance with this Permit then the normal planning channels should be followed.

Schedule 1 – Installation Location & Boundary.



Schedule 2 – Installation Flow Chart Foetal Remains

Special Care Cremations application for a license to cremate human remains

Section 3: 3.1 –

