

Application for a permit to operate Schedule 13A Small Waste Incineration Plant

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 sending an application for a 'Schedule 13A' installation to a Local Authority under the above regulations.

Before you start to fill in this form

Please read the General Guidance Manual for Part A2 and Part B installations at <http://www.defra.gov.uk/industrial-emissions/las-regulations/guidance/> . This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You are also urged to speak to the officer who will be dealing with the application. You can find out who this is by ringing 0114 2734651 and asking for the TEAM/CONTACT or emailing epsadmin@sheffield.gov.uk

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

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

Other documents you made need to submit

There are a number of other documents you will need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number, if you have been given one. You can request an application reference number from the officer dealing with your application.

Using continuation sheets

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies

Please send the original hard copy to us and also an electronic copy of the form and all other supporting information.

If you need help and advice

We have tried to make the application form as straightforward as possible. There is a charge per hour or part hour for pre-application advice. Please call us on Tel 273 4651 for further information.

LA-IPPC Application Form: to be completed by the operator

For Local Authority use		
Application Reference:	Officer Reference:	Date received:

Section 1 Installation basics

1.1 Name of the installation

1.2 Address of the site of the installation

Postcode _____ Telephone _____

Ordnance Survey national grid reference 8 characters, for example, SJ 123 456

1.3 Existing environmental permits

Please give details of any existing environmental permits for the installation, or any waste management permits or water discharge consents, including reference number(s) and type(s):

Section 2 The operator

Please provide the information requested below about the "Operator", which means the person who it is proposed will have control over the installation in accordance with the permit (if granted)

2.1 The Operator – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode: _____

Principal Office address (if different)

Postcode:

Company registration number

2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No

Yes name of ultimate holding company

Registered office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number:_____

Section 3 Who can we contact about your application?

It will help us 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 could be an agent or consultant rather than the operator.

Name _____

Position _____

Address _____

_____ Postcode: _____

Telephone number _____

Fax Number _____

Email address _____

Section 4 Site plans

4.1 Please provide:-

* A suitable map showing the location of the installation clearly defining extent of the installation in red

[Document reference _____]

* A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere

[Document reference _____]

* A suitable plan showing the site drainage system and all discharge points to drainage or watercourses.

[Document reference _____]

Section 5 Waste types and activities

5.1 Complete Table 1 to provide a complete list of waste types to be incinerated in the plant. Refer to appendix for codes (use a separate sheet if required, Document reference _____)

Table 1: Waste types to be incinerated			
Code	Description	Source	Quantity (tonnes per annum)

5.2 Delivery and reception of waste Provide a description of the proposed waste reception and handling arrangements, including

- * the precautions to be taken against the pollution of land, air and water
- * precautions against noise and odour and other potential risks to human health
- * how the mass of received waste will be measured

[Document reference _____]

5.3 information about waste arriving at the site Provide details of how information about waste being accepted on site will be collected and checked. You must include

- * how you will check the documentation accompanying the waste
- * how you will confirm the suitability of the waste for combustion, including physical and (as far as practicable) chemical information
- * how you will determine the precautions to be taken in handling the waste
- * the sampling of waste to be undertaken to check that the documentation is accurate

[Document reference _____]

Section 6 The small waste incineration plant

6.1 Description of plant Provide in Table 2 a full description of the plant, with additional information referenced. If there is no place in the table for the details please use a separate sheet.

Manufacturer				Proposed stack and discharge conditions	
Model				Stack height (m)	
Year of manufacture				Efflux speed (m/s)	
Serial number (if known)				Efflux temperature (K)	
Thermal input kW	Rate of incineration (kg/h)				
Secondary combustion chamber/ afterburner					
Afterburner fitted		Inlet temp		Additional information	Doc ref
Residence time (s)		Outlet temp		Technical drawing	Doc ref

6.2 Chimney height calculation and dispersion modelling Provide a chimney height calculation and any available dispersion modelling information for the appliance described in Table 2

[Document reference _____]

6.3 Secondary combustion temperature and residence time Provide a secondary chamber residence time calculation or equivalent information from the manufacturer or supplier.

[Document reference _____]

6.4 Energy recovery Provide a description of the proposed energy recovery from the incineration process, including any proposals for the generation and use of heat, steam or power

[Document reference _____]

6.5 Monitoring Provide details of the proposed emissions monitoring, including continuous monitoring, recording systems and periodic extractive monitoring. If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

[Document reference _____]

6.6 Prevention of operation in certain circumstances Describe the systems to be employed to prevent the feeding of waste into the plant until the secondary combustion chamber temperature is at least 850oC at startup or if the temperature falls below 850oC in operation or in the event of the failure of waste gas cleaning systems.

[Document reference _____]

6.7 Minimisation of residues Provide a description of the techniques to be used to minimise the amount and harmfulness of any residues from the incineration process, including any proposed recycling

[Document reference _____]

6.8 Accidents and incidents Describe the action you propose to take in the event of accidents or incidents involving the incinerator. You should describe each type of incident and the appropriate response.

[Document reference _____]

6.9 Waste waters Describe the precautions to be taken against the pollution of the soil, surface water or ground water. In particular, describe the containment arrangements for contaminated rainwater run-off from fire-fighting operations.

[Document reference _____]

Section 7 Management and training

7.1 Competent person Describe how the person who will be responsible for the day to day operation of the incineration plant will be selected and trained, and how that person's competence to operate the plant will be checked and reviewed.

[Document reference _____]

7.2 Environmental management system Describe the management systems to be used to ensure that you comply with the conditions of an environmental permit if the application is granted. In particular describe

- * the schedule of maintenance covering all plant and equipment at the installation
- * record keeping systems covering the acceptance of waste, recording of maintenance, records of emission monitoring, training
- * how employees are to be trained in their responsibilities in respect of compliance with the conditions of an environmental permit if it is granted
- * notification of relevant bodies in the event of an incident or abnormal emissions

Section 8 Application fee and annual charges

Your application cannot be processed unless the correct application fee has been paid. Please call us on Tel 273 4651 to check the current fee and to pay by card over the phone. We do not accept cheques. When you submit your application form please also ensure you include evidence of payment of the application fee.

8.1 Application fee

Please provide evidence of payment with your application form.

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.

8.1 Invoicing

Invoices for annual subsistence charge, failure to pay the annual subsistence fee 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.....

Section 9 Commercial confidentiality

9.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the PPC regulations.

Doc Reference _____

9.2 Is there any information in the application that you believe should be kept from the public register on the grounds of national security?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets. You should also provide a copy of the application form to the Secretary of State for a Direction on the issue of National Security.

Section 10 Data Protection

The information you give will be used by the Local Authority 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,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- 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.

Section 11: Declarations

11.1 Any previous relevant offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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:

Signature _____

Name _____

Position _____

Date _____

11.2 Signature of applicant(s)

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 supporting documentation) I/We supplied.

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Installation name: _____

Signature: _____

Name: _____

Position: _____

Date: _____

Signature: _____

Name: _____

Position: _____

Date: _____

* Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.

Section 12 Offences

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.

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).