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# SHEFFIELD CITY COUNCIL

## APPLICATION PACK

# Local Authority - Integrated Pollution Prevention and Control



ENVIRONMENT & REGULATORY SERVICES  
**ENVIRONMENTAL PROTECTION SERVICE**



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**SHEFFIELD CITY COUNCIL**  
**Local Authority - Integrated Pollution Prevention and Control**

**APPLICATION PACK**

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**SHEFFIELD CITY COUNCIL**  
**Local Authority - Integrated Pollution Prevention and Control**  
**APPLICATION FOR A PERMIT**

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

**When to use this form**

This regime is known as Local Authority Integrated Pollution Prevention and Control, **LA-IPPC**. Installations permitted under this regime are known as **A2** installations. Use this form if you are sending an application for a 'Part A2' installation to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2016 ("the EP Regulations").

**Before you start to fill in this form**

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2010 and available 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 will also need to read the relevant Process Guidance note as relevant The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website ;

<http://www.legislation.gov.uk/ukxi/2016/1154/contents/made>

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

Telephone (0114 ) 273 4651

E-mail [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)

[ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk)

**Other documents you may need to submit**

There are a number of other documents you may 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.

**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 made the application form as straightforward as possible, but please get in touch with us at the local authority address provided if you need any advice on how to set out the information we need. There is a charge per hour or part hour for pre-application advice. Please call us on Tel 273 4651 for further information.

**SECTION 1 – OPERATOR DETAILS**

<b>1.1</b>	<b>Name of the Installation</b> .....
<b>1.2</b>	<b>Address of the Site of the installation</b> ..... ..... Postcode.....Telephone Number..... Fax No.....Email.....
	Ordnance Survey national grid reference                   -- -- -- -- -- (8 characters, for example, SJ 123 456)
<b>1.3</b>	<b>Existing Authorisations or Permits:</b>  Please give details of any existing LAPC or IPC authorisation or permit for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(s):  .....Doc Ref..... .....Doc Ref..... .....Doc Ref.....
<b>1.4</b>	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) <b>The Operator. Please provide the full name of company or corporate body</b> .....  Trading/business name (if different) .....  Registered Office address .....  Principal Office address (if different) .....  Company registration number.....

**SECTION 1 – OPERATOR DETAILS (cont.)**

<b>1.5</b>	<p><b>Holding Companies</b></p> <p>Is the operator a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes (<i>state name of ultimate holding company</i>)</p> <p>.....</p> <p>Registered Office address</p> <p>.....</p> <p>Principal Office address (if different)</p> <p>.....</p> <p>Company registration number.....</p>
<b>1.6</b>	<p>Who can we contact about your application?</p> <p>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.</p> <p>Name.....</p> <p>Position.....</p> <p>Address.....</p> <p>.....</p> <p>Telephone.....Fax.....</p> <p>Email.....</p>

**SECTION 2 – ABOUT THE INSTALLATION**

<b>2.1</b>	<p>Please fill in the tables below with details of all the current activities in operation at the whole installation.</p> <p><b>Activities in the stationary technical unit</b> Please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation. For <b>Schedule 1 references</b>, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 1 of Schedule1 to the EP Regulations.</p> <p>For example, <i>Manufacturing glass, unless falling within Part A(1) of this Section, where melting capacity of the plant is more than 20 tonnes per day</i>, would be listed as Ch 3, Sec 3.3, Part A(2)(a).</p>
<p><b>Activities in the Stationary Technical Unit</b> <span style="float: right;">Include <b>Schedule 1 references</b></span></p>	
<p><b>Directly associated activities</b> Please identify any directly associated activities that are, or are proposed, to be carried out on the same site which:</p> <ul style="list-style-type: none"> <li>◆ have a technical connection with the activities in the stationary technical unit</li> <li>◆ could have an effect on pollution</li> </ul>	
<p><b>Directly Associated Activities</b></p>	

**SECTION 2 – ABOUT THE INSTALLATION (cont.)**

<b>2.2</b>	<p>Why is the application being made?</p> <p><input type="checkbox"/> The installation is new</p> <p><input type="checkbox"/> The installation is existing but changes to the installation or to the EP Regulations means that an LAIPPC Part A2 Permit is now required.)</p>
<b>2.3</b>	<p>Please provide:-</p> <ul style="list-style-type: none"><li>◆ A suitable map showing the location of the installation clearly defining the extent of the installations in red.  Doc Reference. ....</li><li>◆ A suitable plan showing the layout of activities on the site, including process equipment, bulk storage of materials, waste storage areas, abatement plant and any external emission points to atmosphere.  Doc Reference. ....</li><li>◆ A suitable plan showing the site drainage system and all discharge points to drainage or watercourses.  Doc Reference. ....</li></ul>

### SECTION 3 - THE INSTALLATION AND EMISSIONS TO THE ENVIRONMENT

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.

<p><b>3.1</b></p>	<p>Describe the proposed installation and activities and identify the foreseeable emissions to air, water &amp; land from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation).</p> <p>Wherever possible use process flow diagrams to describe the operations</p> <p>Doc Ref.....</p>
<p><b>3.2</b></p>	<p>Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.</p> <p><b>Atmospheric emissions</b> should be categorised under the following;-</p> <ul style="list-style-type: none"> <li>• Point source, (e.g. chimney / vent, identified by a number and detailed on a plan)</li> <li>• Fugitive source (e.g. from stockpiles / storage areas)</li> </ul> <p>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.</p> <p><i>(mass emission is the quantification of an emission in terms of its physical mass per period of time. eg. grams per hour, tonnes per year)</i></p> <p><b>Water emissions</b> should be identified at discharge points and copies of any discharge consents from either the Environment Agency or sewerage undertaker should be submitted, detailing the permitted discharge limits.</p> <p>Doc Ref.....</p>
<p><b>3.3</b></p>	<p>For each stack or vent serving the process, detail the following:</p> <ol style="list-style-type: none"> <li>a) pollutants emitted (include quantities and concentrations as much as possible)</li> <li>b) height</li> <li>c) diameter</li> <li>d) air flow rates</li> <li>e) termination type</li> </ol> <p>You may be required to provide a stack height calculation demonstrating adequate dispersion of pollutants during the permit application process.</p>

**SECTION 3 - THE INSTALLATION AND EMISSIONS TO THE ENVIRONMENT (cont.)**

<p><b>3.4</b></p>	<p>For each emission identified from the installation's activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If abatement extraction is fitted please indicate the air flows in m<sup>3</sup>/h.</p> <p>If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated.</p> <p>Doc Reference.....</p>
<p><b>3.5</b></p>	<p>Identify the raw and auxiliary materials, other substances and water that you propose to use in carrying on the activities listed in the Section 3.1.</p> <p>Doc Reference.....</p>
<p><b>3.6</b></p>	<p>Characterise and quantify each waste stream from the installation and describe the proposed measures for waste prevention and reduction. Please also include waste management, issues storage and handling of the waste. For each waste stream identify if an environmental appraisal has been undertaken, and provide details, if not please state if an appraisal will be carried out and when. If you propose any disposal of waste explain why recovery of that waste is technically and economically impracticable and describe the measures planned to minimise the production of that waste and to avoid or reduce any impact on the environment.</p> <p>Doc Reference.....</p>
<p><b>3.7</b></p>	<p>Identify if there may be a discharge of any List I or List II substance and if any are identified, explain how the requirements of the Groundwater Regulations 1998 (SI 2746/1998) have been addressed (see attached lists). Also describe the current techniques used to prevent and reduce discharges to groundwater.</p> <p>Doc Reference.....</p>
<p><b>3.8</b></p>	<p>Provide a breakdown of the proposed energy consumption and generation by source and end-use and describe the proposed measures for improvement of energy efficiency. If you have entered a climate change levy agreement please provide details.</p> <p>Doc Reference.....</p>
<p><b>3.9</b></p>	<p>Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.</p> <p>Doc Reference.....</p>

**SECTION 3 - THE INSTALLATION AND EMISSIONS TO THE ENVIRONMENT (cont.)**

<p><b>3.10</b></p>	<p>Detail the following with respect to noise &amp; vibration</p> <ol style="list-style-type: none"> <li>1 The main sources of environmental noise and vibration as identified from your proposed installation's activities (including infrequent sources);</li> <li>2 Identify the nearest noise sensitive locations and include any relevant environmental noise measurement surveys which have been undertaken;</li> <li>3 The current and proposed technology and techniques for the control of noise.</li> </ol> <p>If no assessment has been carried out, please state this.</p> <p>Doc Reference.....</p>
<p><b>3.11</b></p>	<p>Describe the (proposed) measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed (e.g. particulate matter emissions, noise measurements, etc.). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason</p> <p>Doc Reference.....</p>
<p><b>3.12</b></p>	<p>Describe the (proposed) measures (to be) taken to avoid any pollution risk to land, and return the site of the installation to a satisfactory state upon cessation of activities. You may wish to refer to the site report requested in section 4.1 below.</p> <p>Doc Reference.....</p>
<p><b>3.13</b></p>	<p>Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.</p> <p>Doc Reference.....</p>

## SECTION 4 – SITE REPORT (CONTAMINATED LAND)

<b>4.1</b>	<p>Please provide a site report which demonstrates the condition of the land on the site of the installation. The report must identify any existing or potential sources of contamination, quantifying the presence of materials in, on or under the land which may constitute a pollution risk either in terms of toxic or polluting potential or the potential generation of toxic, flammable or asphyxiant gases. The report should consider, in relation to such sources, the potential existence of pathways via which the contaminants travel and the proximity and nature of potentially sensitive receptors.</p> <p>During consideration of the likely presence of materials and the design of any intrusive sampling strategies particular regard should be given to the locations and extent of any former or existing potentially contaminative uses and the locations, nature and likely emissions to land of processes forming part of the installation.</p> <p>It is acceptable to provide site reports undertaken for other purposes, eg. planning applications, which have been carried out up to 6 months prior to this application. Older site reports may be accepted where a further site survey and risk assessment based on the present condition of the site are submitted.</p> <p><u>Note:</u> As a first step you should undertake a desk study to produce information necessary for the report. If that study suggests that there are matters which warrant more detailed investigation, then site surveying work may be necessary.</p> <p>Doc Reference.....</p>
<b>4.2</b>	<p>Describe the proposed measures to be taken, to avoid any pollution risk to land and return the site of the installation to a satisfactory state upon definitive cessation of activities, you may wish to refer to the site report requested in 4.1 above.</p> <p>Doc Reference.....</p>

## SECTION 5 – THE INSTALLATION AND ENVIRONMENTAL IMPACT

Please provide written information about the impact the installation's emissions may have on the environment as listed below:

<b>5.1</b>	Provide an assessment of the potential significant local environmental effects of the foreseeable emissions identified in 3.1 (for example, is there a history of complaints, is the installation in an air quality management area? – see the map of Sheffield Air Action Zone at the end of this Application Pack)  Doc Reference.....
<b>5.2</b>	Provide an assessment of whether the installation is likely to have a significant effect on sites of special scientific interest (SSSI's) or European protected sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the General Guidance Manual).  Doc Reference.....

## SECTION 6 – ENVIRONMENTAL STATEMENTS & THE NON-TECHNICAL SUMMARY

<b>6.1</b>	Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999, or for any other reason with respect to the installation.  <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>Please supply a copy of the environmental impact assessment and details of any decision made</i> )  Doc Reference.....
<b>6.2</b>	Please provide a non-technical summary of all the information required above. This will enable the public to understand your installation and its environmental impact when viewing the public register.  Doc Reference.....

**SECTION 7 – STATUTORY CONSULTEES**

We will use the information in this section to identify who we must consult about your proposals

<b>7.1</b>	In which Primary Care Trust (formerly Health Authority) / Health Board area is the installation located?  ..... If premises are on a boundary please give names of all relevant authorities  .....  .....
<b>7.2</b>	Could the installation involve the release of any substance into a sewer vested in a sewerage undertaker?  <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>please name the sewerage undertaker</i> )  .....
<b>7.3</b>	Are there any sites of special scientific interest (SSSIs) or European protected sites within 2 kilometres of the installation?  <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>please give names of sites</i> )  .....
<b>7.4</b>	Are radioactive substances used at the installation?  <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>please give details</i> )  .....  .....  .....  .....  .....  .....

**SECTION 8 – PLANNING STATUS**

<b>8.1</b>	<p>Where the installation may involve a specified waste management activity we cannot issue a permit unless one of the following applies, please indicate which of the following applies to the installation.</p> <p>Note: In this instance your application may be referred to the Environment Agency for processing.</p> <p><input type="checkbox"/> You have planning permission (enclose copy of decision notice)</p> <p>Doc Reference. ....</p> <p><input type="checkbox"/> You have a certificate of lawful existing use of development (enclose copy of certificate)</p> <p>Doc Reference. ....</p> <p><input type="checkbox"/> You have an established use certificate (enclose copy of certificate)</p> <p>Doc Reference. ....</p> <p><input type="checkbox"/> The General Permitted Development Order 1995 applies. Please give details (enclose copy of relevant paperwork)</p> <p>Doc Reference. ....</p> <p><input type="checkbox"/> Planning permission is not required – <i>(please say why and enclose written confirmation from the planning authority)</i></p> <p>Doc Reference. ....</p> <p>For further advice on the above planning issues, please contact Sheffield City Council Development Control on 0114 2039183.</p>
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**SECTION 9 – ADDITIONAL INFORMATION**

<b>9.1</b>	Please supply any additional information which you would like us to take account of in considering this application.	
	<b>Document Description</b>	<b>Reference No</b>

**SECTION 10 – FEES & 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.

<b>10.1</b>	Please provide evidence of payment with your application.
<b>10.2</b>	Please give any company purchase order number or other reference you wish to be used in relation to this fee.  .....
<b>10.3</b>	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.....

**SECTION 11 – COMMERCIAL CONFIDENTIALITY & NATIONAL SECURITY**

<b>11.1</b>	<p>Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?</p> <p><input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b></p> <p>Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.</p> <p>Doc Reference.....</p>
<b>11.2</b>	<p>Is there any information in the application that you believe should be kept from the public register on the grounds of national security?</p> <p><input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b></p> <p>Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the application form to the Secretary of State for a Direction on the issue of National Security.</p>

## SECTION 12 – DATA PROTECTION.

<b>12.1</b>	<p>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:</p> <ul style="list-style-type: none"><li>• consult with the public, public bodies and other organisations,</li><li>• carry out statistical analysis, research and development on environmental issues,</li><li>• provide public register information to enquirers,</li><li>• make sure you keep to the conditions of your permit and deal with any matters relating to your permit</li><li>• investigate possible breaches of environmental law and take any resulting action,</li><li>• prevent breaches of environmental law,</li><li>• offer you documents or services relating to environmental matters,</li><li>• respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)</li><li>• assess customer service satisfaction and improve our service.</li></ul> <p>We may pass on the information to agents/ representatives who we ask to do any of these things on our behalf.</p> <p>It is an offence under Regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else) to:</p> <ul style="list-style-type: none"><li>• make a false statement which you know to be false or misleading in a material particular,</li><li>• recklessly make a statement which is false or misleading in a material particular.</li></ul> <p>If you make a false statement</p> <ul style="list-style-type: none"><li>• we may prosecute you, and</li><li>• if you are convicted, you are liable to a fine or imprisonment (or both).</li></ul>
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**SECTION 13 – DECLARATIONS**

<b>13.1</b>	<p>I/We certify that; [delete as appropriate]</p> <p>EITHER</p> <p>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.</p> <p>OR</p> <p>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:</p> <p>_____</p> <p>_____</p> <p><b>Signature</b> _____</p> <p><b>Name</b> _____</p> <p><b>Position</b> _____</p> <p><b>Date</b> _____</p>
<b>13.2</b>	<p>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 have supplied.</p> <p>Please note that each individual operator must sign the declaration himself or herself, even if an agent is acting on their behalf.</p> <p>For the application from:</p> <p>Installation <b>name</b>:</p>          <p><b>Operator 1:</b></p>          <p>Signature</p>

	Name
	Position
	Date
	<b>Operator 2:</b>
	Signature
	Name
	Position
	Date



	<p><b>Operator 3:</b></p> <p>Signature</p> <p>Name</p> <p>Position</p> <p>Date</p> <p><i>* 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</i></p>
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## GUIDANCE ON FILLING IN THE APPLICATION FORM

The purpose of this document is to assist operators when filling in the A2 application form produced by Sheffield City Council. This form was produced having due regard to the requirements for information set out in the part C of the general guidance manual on policy and procedures for A2 and B installations.

Website <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>

***Sections requiring only basic information for example name and address are not covered in this guidance.***

### **Section 2 – About the Installation**

- 2.1** Identify the relevant chapter & section for your installation e.g. casting ferrous metal at a foundry with a production capacity of more than 20 tonnes per day is Ch 2, Sect 2.1, part A(2) (d).

Identify activities directly associated with the installation that have a technical connection and could have an effect on pollution. If you are not sure include the activity and we will consider it further.

- 2.2** The majority of applications will be for existing part B authorisations transferring over to A2 according to the timetable in the EP regulations.
- 2.3** Relevant site maps for location, site layout, equipment, drainage - maps must be detailed enough to show individual premises surrounding the site.

### **Section 3 - The Installation and Emissions to the Environment**

- 3.1** A full description of process from raw material inputs, relevant activities and associated operations through to finished product and waste streams is required.

A flow diagram may be useful, aided by text summary.

For each distinct part of the process identify emissions and discharges to the environment including considerations of noise, heat and odour. Include emission profiles for plant, start up and shut down, abnormal emissions and breakdowns.

- 3.2** Expand on the above emission sources identified above. Quantify and characterise individual atmospheric sources, both point source and fugitive emissions. Do not forget heat, noise, odour etc. Include water emission sources with discharge points and provide any associated consent documents. Also consider substances likely to become washed off the site.

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- 3.3** Identify all abatement plant and include make, model and serial numbers. This should be linked to the point source information described above. If there is no abatement plant associated with the identified point sources please state this. In terms of odour emissions and control, further guidance is contained in IPPC H4 Horizontal Odour Guidance:

Part 1 - "Regulation and Permitting"

Part 2 - "Assessment and Control"

Environment Agency Document

- 3.4** List all raw materials and auxiliary materials used in the process. Examples could include fuels, thinners, cutting lubricating oils, belts, discs and shot and include your annual water usage.

Identify the delivery, storage, handling and dispensing of each raw material.

- 3.5** All waste production and waste streams should have been identified in Section 3.1. Characterise and quantify all your waste streams & waste production. Identify waste storage areas and include measures employed for prevention, containment, handling and recycling. Provide the names of any contractors used, the collection frequency and ultimate disposal point. Identify any hazardous or special wastes and demonstrate how you comply with the Producer Responsibility Obligations (Packaging Waste) Regulations 1997 (as amended).

- 3.6** Characterise and quantify discharges and include copies of discharge consents issued by the Environment Agency. Consideration must be given to substances discharged to groundwater having due regard to the Groundwater Regulations 1998 and techniques to prevent and reduce them (see attached document for List 1 & List 2 substances).

- 3.7** If you have a Climate Change Levy Agreement (CCLA) we require a copy of the certificate. If not provide details of;

- ◆ energy efficiency policy
- ◆ management techniques employed to reduce energy usage
- ◆ proposal for improvements in energy efficiency.

Further guidance is contained in IPPC H2 "Energy Efficiency Guidance".

- 3.8** If your site is a COMAH site please state and provide a copy of the Safety Report. If not provide details of your risk assessment including steps and procedures employed to minimise risks and details of any contingency plans to tackle accidental releases to the environment (not health & safety accidents) and the pollution consequences.

Provide historical evidence of unintentional releases and accident management. Examples of this may be abatement plant failure or bypass, major spillages, site fires etc.

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- 3.9** Assess noise and vibration sources and their effects on the nearest noise sensitive locations. This does not relate to Noise at Work Assessments of exposure of employees. Provide copies of any noise surveys or measurements that have been carried out. If no assessments have been carried out please provide details of future plans or explain why you feel it is not necessary to carry out an assessment.

Please provide details of any complaint history relating to noise and any legal notices received relating to the control of noise e.g. Noise Abatement Notice under the Environmental Protection Act 1990, section 80.

In making assessments of noise and vibration due regard should be given to the following standards;

*BS 4142:1997 Rating industrial noise affecting mixed residential and industrial areas;*

*BS 7445:1991, Part 1 Description and measurement of environmental noise;*

*BS 6472:1992 Guide to evaluation of human exposure to vibration in buildings;*

*BS 8233:1999, Sound Insulation and noise reduction for buildings*

World Health Organisation, '*Guidelines for Community Noise*', 1999

Further guidance can be obtained in IPPC H3 Horizontal Noise Guidance:

Part 1 "Regulation and Permitting"

Part 2 "Noise Assessment and Control"

Environment Agency Document

Please describe any noise control techniques employed and any future plans to reduce environmental noise generation to a minimum.

- 3.10** Give full details of all monitoring carried out on site for all identified emissions in section 3.1 including results and methodology. If no monitoring has been carried out for a particular emission please provide the reason and details of any plans for introducing a monitoring regime.
- 3.11** Provide details of any environmental management systems in place and responsibilities. Include details of any certifications held e.g. EMAS (EU Eco-Management and Audit Scheme), ISO 9001 or ISO14001.

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## **Section 4 – Site Report**

- 4.1 As a minimum we expect a Phase 1A investigation (desk top study). Depending on the results of this study, operators may be required to undertake a Phase 1B study (further desk top and limited amount of intrusive sampling) or in some cases a Phase 2 investigation (comprehensive intrusive sampling regime). The site report must be complete at the time of the application. **WITHOUT A REPORT THE APPLICATION WILL NOT BE ACCEPTED.**
- 4.2 Cross reference to the site report required in section 4.1. Include details of your proposals for remediation of any contamination identified in the report where appropriate e.g. changing the use of the land, altering site layout or restricting access to the site. Include details of measures/procedures utilised to ensure adequate protection of the land for future use. Reference may be made to the information provided in 3.8 above for accidental releases where appropriate.

## **Section 5- The Installation and Environmental Impact**

- 5.1 Include any complaint history. Identify each local impact and its effect on the environment (waste/water/noise/air/heat etc) and any steps to mitigate their individual effects. If you are unsure whether the site is in an Air Quality Management Area further information can be obtained from the following websites;

- [www.sheffield.gov.uk/airqualityreviews](http://www.sheffield.gov.uk/airqualityreviews)
- <http://www.care4air.org/>
- <http://www.airquality.co.uk/>

Alternatively phone Ogo Osammor, Air Quality Officer on: 273 4655.

- 5.2 Identify the locality of Sites of Special Scientific Interest (SSSIs) in relation to the process.

The Natural England website offers a search facility for sites in your area (see <http://www.natureonthemap.org.uk/>).

The Ecology Team may be able to assist further in relation to consideration of effects 0114 273 4481.

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## **Section 6 – Environmental Statements & the Non-Technical Summary**

- 6.1 Submit the document if it is available, the document should contain a non-technical summary.
- 6.2 If you do not have an. Environmental Statement please include a separate document no longer than five pages which details in simple terms all the activities of your installation and the relevant environmental impacts associated with each stage. This document will go in the front of the public register and is intended to be a quick reference document for the general public.

## **Section 7 - Statutory Consultees**

- 7.1 & 7.2 Please see attached advice note.

## **Section 8 - Planning Status**

- 8.1 History & Status to be included.

## **Section 10 - Fees & Charges**

- 10.1 The fee must be received before the application can be duly made. An additional application charge is required for the Environment Agency in respect of advising and setting water discharge conditions. We therefore require two separate cheques for each element. The actual fees you will need to enclose are set out in the covering letter sent out with your application form.

## **Section 11- Commercial Confidentiality and National Security**

- 13.1 See Section 47 and Section 48 of the EP Regulations 2010.

## **Section 13- Relevant Offences**

- 13.1 A relevant offence is any conviction for an offence relating to the environment or environmental regulation.

**SCHEDULE**

**LIST 1**

1. - (1) Subject to sub-paragraph (2) below, a substance is in list I if it belongs to one of the following families or groups of substances-
  - (a) organohalogen compounds and substances which may form such compounds in the aquatic environment;
  - (b) organophosphorus compounds;
  - (c) organotin compounds;
  - (d) substances which possess carcinogenic, mutagenic or teratogenic properties in or via the aquatic environment (including substances which have those properties which would otherwise be in list II);
  - (e) mercury and its compounds;
  - (f) cadmium and its compounds;
  - (g) mineral oils and hydrocarbons;
  - (h) cyanides.
- (2) A substance is not in list I if it has been determined by the Agency to be inappropriate to list I on the basis of a low risk of toxicity, persistence and bioaccumulation.

## LIST II

2. - (1) A substance is in list II if it could have a harmful effect on groundwater and it belongs to one of the following families or groups of substances-

(a) the following metalloids and metals and their compounds:

Zinc	Tin
Copper	Barium
Nickel	Beryllium
Chromium	Boron
Lead	Uranium
Selenium	Vanadium
Arsenic	Cobalt
Antimony	Thallium
Molybdenum	Tellurium
Titanium	Silver

(b) biocides and their derivatives not appearing in list I;

(c) substances which have a deleterious effect on the taste or odour of groundwater, and compounds liable to cause the formation of such substances in such water and to render it unfit for human consumption;

(d) toxic or persistent organic compounds of silicon, and substances which may cause the formation of such compounds in water, excluding those which are biologically harmless or are rapidly converted in water into harmless substances;

(e) inorganic compounds of phosphorus and elemental phosphorus;

(f) fluorides;

(g) ammonia and nitrites.

(2) A substance is also in list II if-

(a) it belongs to one of the families or groups of substances set out in paragraph 1(1) above;

(b) it has been determined by the Agency to be inappropriate to list I under paragraph 1(2); and

(c) it has been determined by the Agency to be appropriate to list II having regard to toxicity, persistence and bioaccumulation

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## **Environmental Permitting Consultation:**

All representations are placed on the Public Register unless the person making the representation requests that it should be withheld. The Council will consider all representations made within reasonable timescales.

### ***Public***

The Council may use the following forms of Public Consultation:

- Letters
- Website
- Site Notices
- Public Notices
- Newspaper Advertisement

The Council will organise a newspaper advertisement if it is considered necessary, the charge for which will be passed on to the operator.

### ***National Consultees:***

In addition the following National Consultees will be sent a copy of applications:

- A2 Environment Agency
- Food Standards Agency
- Primary Care Trust
- Natural England if there may be impact on SSSI or European Site
- Yorkshire Water if there is a release to sewer
- Health & Safety Executive if the site requires a nuclear licence
- Local Planning Authority if waste operations are carried out

