

# Sheffield City Council

## Application for a permit for an installation exfoliating vermiculite or expanding perlite

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 an installation exfoliating vermiculite or expanding perlite 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**    **What activities are, or will be, carried on at the installation? Please include “directly associated activities” (this term is explained in Annex III in Part B of the [general guidance manual](#)).**

- a) are you exfoliating vermiculite?                    Yes  No
- b) are you expanding perlite?                        Yes  No
- c) other, please specify: \_\_\_\_\_

**B2**    **Why is the application being made?**

- new installation
- change to existing installation means it now needs a permit

**B3**    **Site maps – please provide:**

- A location map showing 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: \_\_\_\_\_

**B4**    **Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation?**

- 2km - where the installation includes at least one burner over 20MW net rated thermal input
  - 1km - otherwise
- Yes  No

If ‘yes’, is the installation likely to have a significant effect on these sites and, if so, 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](#))

**B5**    **Will emissions from the activity potentially have significant environmental effects (including nuisance)?**

- Yes  No



**C4 Do you have pneumatic transfer of materials?** *[informs conditions 5,7]*

Yes  No

**If yes; Will displaced air from pneumatic loading and unloading be:**  
(tick all that apply) *[informs condition 6]*

a) vented to arrestment plant

b) back-vented to the source

c) other - please specify

**If yes to C4, Do you have alarms to warn of overfilling of silos?**  
 Yes  No *[informs condition 9]*

**If yes to C4, Are any silos new since Jun 2004?** *[informs condition 6]*

Yes  No

**If yes to C4, Do pneumatic deliveries automatically stop for:** *[informs condition 9]*

a) over-filling  Yes  No

b) over-pressurisation  Yes  No

**C5 For materials not dealt with in question C3, what facilities will be provided to store any dusty material and waste?** (tick all that apply) *[informs condition 9]*

a) hopper wind-protected on at least 3 sides

b) storage bay without suppression & stockpiles lower than retaining walls

c) storage bay with suppression

d) fully-enclosed stores

e) other - please specify: \_\_\_\_\_

**C6 Do you bag processed material?** *[informs condition 8]*

Yes  No

**If yes, is displaced air ducted to arrestment plant?**

Yes  No

**C7 Will any material be stored in the open (unenclosed) other than material wholly comprised of one or more of the following: >3mm material?** *[informs condition 9]*

Yes  No

**If yes, please specify what materials and where they will be stored:**

\_\_\_\_\_

**C8 Do you have belt conveyors:**  Yes  No *[informs condition 10]*

**If yes, which of the following facilities will be provided to convey any dusty material and waste?(tick all that apply)** *[informs condition 10]*

- 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 Which of the following methods will be used to minimise emissions at belt conveyor transfer points, including free fall of material?** *[informs condition 10]*  
(tick all that apply)

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

**C10 Which of the following techniques will be used to clean belt conveyors?** *[informs condition 10]*  
(tick all that apply)

- 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:*  
\_\_\_\_\_

**C11 Is product exported in:** *[informs condition 11].*

- a) tankers
- b) closed or sheeted containers
- c) bags
- d) other

**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 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 17]*

- 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 What fuel is burnt in the expanders/exfoliators?**

*[informs stack height]*

- a) heavy fuel oil
- b) gas oil
- c) gas
- d) processed fuel oil
- e) other waste derived fuel
- f) other (give details): \_\_\_\_\_

**C15 What is the rated thermal input of the burners?**

Please specify: \_\_\_\_\_

**C16 Do you have environmental management procedures and policy?**

Yes  No

*[informs condition 3, 14, 15, 16]*

**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 perlite expanding and vermiculite exfoliating installations – see para 1.6 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  
PG3/07 Publication version

3. 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.\*

#### Silos where used

4. Expanded or exfoliated material shall only be stored within the product silos.
5. Dust emissions from loading or unloading road tankers shall be minimised by [venting to specify type arrestment plant] [backventing to a delivery tanker fitted with an on-board, truck-mounted relief valve and filtration system] and by connecting transfer lines first to the delivery inlet point and then to the tanker discharge point, and by ensuring delivery is at a rate which does not pressurise the silo.
6. Silos and bulk containers of dusty materials shall not be overfilled and there shall be an overfilling alarm. Silos new after Jun 2004 shall have a system to automatically cut off delivery triggered by overfilling or over-pressurisation.
7. Displaced air from pneumatic transfer shall pass through abatement plant prior to emission to air.

#### Bagging plant

8. The packing of processed material into bags should be carried out using purpose designed plant fitted with extraction for displaced air ducted to arrestment plant.

#### Aggregates delivery and storage

9. Dusty materials (including dusty wastes) 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.

#### Belt conveying

10. 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

11. No potentially dusty materials (including wastes) or finished products shall arrive on or leave the site other than by use of [specify transport type and dust control technique].

#### Roadways and transportation

12. All areas where there is regular movement of vehicles shall have a consolidated surface capable of being cleaned, and these surfaces shall be kept clean and in good repair.

#### Techniques to control fugitive emissions

13. *select according to visible dust potential of each process building.* 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]

### Records and training

14. 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.\*
15. 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

16. 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.
17. 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	Droplets, persistent mist fume and smoke	All emissions to air (except steam and condensed water vapour)	No droplets, no persistent mist, no persistent fume, No visible smoke except during start up of dryers and then no darker than Ringelmann 1	Visual observations	On start-up and on at least two more occasions during the working day
2	Particulate matter	Whole site, storage areas, process buildings, silos, conveyors	No visible emissions No abnormal emissions	Operator observations	*At least daily*
3	Particulate matter	All silo inlet and outlets Silos new since July 1 <sup>st</sup> 2004	No visible emission Designed to emit less than 10mg/ m <sup>3</sup>	Operator/driver observations. Record start & finish times	Every delivery from road tankers
4	Particulate matter	Emissions from arrestment plant serving exfoliators and expanders	50 mg/m <sup>3</sup>	Isokinetic sampling	Twice a year
				OR	OR
				Recorded indicative monitoring combined with isokinetic sampling as necessary to provide a reference for the continuous indicative monitor.	Continuous
5	Particulate matter	Arrestment equipment (see note a)with exhaust flow more than 300 m <sup>3</sup> /min	50 mg/m <sup>3</sup>	Recorded indicative monitoring, to demonstrate that the arrestment equipment is functioning correctly	Continuous
				Isokinetic sampling	Once a year or as necessary to provide a reference for the continuous indicative monitor

6	Particulate matter	Arrestment equipment (see note a) with exhaust flow more than 100 m <sup>3</sup> /min but less than 300m <sup>3</sup> /min	No visible emission	Indicative monitoring to show that the arrestment equipment is functioning correctly	Continuous
7	Particulate matter	Arrestment equipment (see note a) with exhaust flow 100 m <sup>3</sup> /min or less	No visible emission	Operator observations OR Indicative monitoring to show that the arrestment equipment is functioning correctly	At least daily OR Continuous
8	Sulphur dioxide	All activities using heavy fuel oil or other residual type/comparable <a href="#">Quality Protocol Processed Fuel Oil</a>	1% wt/wt sulphur in fuel	Sulphur content of fuel is regulated under the Sulphur Content of Liquid Fuels Regulations	
		All activities using gas oil/comparable <a href="#">Quality Protocol Processed Fuel Oil</a>	0.1% wt/wt sulphur in fuel		

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.\*

Note (a) Where the arrestment plant is discharging to the external environment, and is not serving exfoliators and expanders

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

Note (c) All periodic monitoring shall be representative, and shall use standard methods.

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

Note (e) Activities burning waste oil not covered by the [quality protocol processed fuel](#) oil must comply with the Waste Incineration Directive (WID).

## **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](#).