

# Sheffield City Council

## Application for a permit for crushing and screening brick tile and concrete in mobile 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 applying for a permit to a Local Authority to operate mobile plant crushing and screening brick tile and concrete 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**     **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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**A2**     **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:

**A3**     **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, overleaf.

No        Yes

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

**A4** **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: _____



**C3 Which of the following methods will be used to minimise emissions at belt conveyor transfer points, including free fall of material?**

*(tick all that apply)*

*[informs condition 9]*

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

**C4 Do you have environmental management procedures and policy?**

*[informs condition 14]*

Yes  No

**Is the environmental system certified, (including EMAS, ISO 14001 or BS8555)**

Yes  No

**D Anything else**

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

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

**E Application fee**

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

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

Name.....

Position.....

Address.....

.....

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

Email.....

## **F Protection of information**

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

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

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

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

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

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

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

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

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

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

If you make a false statement

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

**H Declarations A and B for signing, please**

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

**Declaration A:** I/We certify

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

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

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

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

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

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

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

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

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

## Appendix 2 - Model Permit

This appendix contains a model permit for mobile crushing and screening plant – 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:

<p><b>Name and address of person (A) authorised to operate the mobile plant ('the operator')</b></p> <p><b>Registered number and office of company (if appropriate)</b></p>
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**Activity description**

Serial numbers	Plant type

The operator (A) is authorised to operate the activity<sup>1</sup> in England and Wales, subject to the following conditions.

**Conditions**

Asbestos

- Asbestos shall not be crushed or screened.

Notifications

- The operator shall, before the mobile plant is operated, notify the regulator of the site where the mobile plant is to be operated, and the regulator who issued the permit:
  - where and when the mobile plant is expected to start operating, and
  - the serial numbers of the mobile plant involved.
- (where an operator holds a permit with a list of mobile plant that is permitted but requires activation before items of plant are operated)* The operator shall submit to the regulator who issued the permit any changes to the list of permitted plant. The plant new to the list shall not be used until the regulator has approved the alteration to the list of permitted plant.

Emissions and monitoring

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

<sup>1</sup> listed in [ ] in Part 2 of Schedule 1 to the Environmental Permitting Regulations  
 PG 3/16 Publication version

6. All plant and equipment capable of causing, or preventing, emissions shall be maintained in accordance with the manufacturer's instructions. \*Records shall be kept of such maintenance.\*

#### Aggregates delivery and storage

7. 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.

#### Crushers and screening units

8. Crushers shall be totally contained or fitted with a water suppression system over the crusher aperture
9. Where the use of water as a method of dust suppression is necessary in order to meet the emission limits, it shall be used. In such circumstances, if water of the required pressure is not available for use on the suppression system, then the process shall not operate.
10. Deposits of dust on external parts of the plant shall be cleaned off at the end of each working day in order to minimise the potential for wind entrainment.
11. Processed materials likely to generate dust shall be conditioned with water prior to internal transfer.

#### Belt conveying

12. 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

13. 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

14. 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, or shall be kept wet. Quarry haul roads are excluded from this provision.
15. Vehicles shall not track material from the site onto the highway.

#### Records and training

16. Written or computer records of all tests and monitoring shall be kept by the operator for at least [ ] months. They [and a copy of all manufacturer's 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 emissions.\*
17. Staff at all levels shall receive the necessary training and instruction to enable them to comply with the conditions of this permit. Records shall be kept of relevant training undertaken.

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

### Best available techniques

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

<b>Table 1 - Emission limits, monitoring and other provisions</b>				
<b>Substance</b>	<b>Source</b>	<b>Emission limit/provisions</b>	<b>Type of monitoring</b>	<b>Monitoring frequency</b>
Particulate matter	Whole process	Avoidance of visible emissions crossing the (construction) site boundary	Recorded operator observations	On start up and on at least two more occasions each day
smoke	engines	No visible smoke during normal operation	*Recorded operator observations	*On start up and on at least two more occasions each day

### 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](#).