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# SHEFFIELD CITY COUNCIL

## APPLICATION PACK

# Local Authority - Pollution Prevention and Control



## Part B Installations

ENVIRONMENT & REGULATORY SERVICES  
**ENVIRONMENTAL PROTECTION SERVICE**



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

**APPLICATION PACK**

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**SHEFFIELD CITY COUNCIL**  
**Local Authority - 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-PPC**. Installations permitted under this regime are known as Part **B** installations. Use this form if you are sending an application for a 'Part B' 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://ww2.defra.gov.uk/environment/quality/industrial/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 at <http://www.legislation.gov.uk/uksi/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> (not required for mobile plant) ..... ..... Postcode.....Tel. Number..... Fax No.....Email..... <hr/> Ordnance Survey national grid reference                    -- -- -- -- -- (8 characters, for example, SJ 123 456)
<b>1.3</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 (continued)**

<b>1.4</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>1.5</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**

**2.1** Please fill in the tables below with details of all the current activities in operation at the whole installation.

**Activities in the stationary technical unit** 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 **Schedule 1 references**, 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.

For example, *Manufacturing glass where the use of lead compound is involved*, would be listed as Ch 3, Sec 3.3, Part B(b).

Activities in the Stationary Technical Unit	Schedule 1 references

**Directly associated activities** Please identify any directly associated activities that are, or are proposed, to be carried out on the same site which:

- ◆ have a technical connection with the activities in the stationary technical unit
- ◆ could have an effect on pollution

Directly Associated Activities

**SECTION 2 – ABOUT THE INSTALLATION (continued)**

<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 LAPPC Part B Permit is now required.)</p>
<b>2.3</b>	<p>Unless applying for mobile plant, please provide:-</p> <p>◆ A suitable map showing the location of the installation clearly defining the extent of the installations in red.</p> <p style="text-align: center;">Doc Reference .....</p> <p>◆ 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.</p> <p style="text-align: center;">Doc Reference .....</p>

**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.

<b>3.1</b>	<p>Describe the proposed installation and activities and identify the foreseeable emissions to air 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>
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**SECTION 3 - THE INSTALLATION AND EMISSIONS TO THE ENVIRONMENT (cont)**

**3.2** Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

**atmospheric emissions** should be categorised under the following:-

- Point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- Fugitive source (e.g. from stockpiles / storage areas)

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.

*Example*

<b>Emission Point</b>	<b>Pollutant</b>	<b>Category</b>	<b>Monitoring Undertaken (Y/N)</b>	<b>Mass emission</b>
Chimney Ref GSF301	Particulate	Point Source	Yes	1.61 tonnes/annum

*(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)*

Doc Ref.....

**3.3** For each stack or vent serving the process, detail the following:

- a) pollutants emitted (include quantities and concentrations as much as possible)
- b) height
- c) diameter
- d) air flow rates
- e) termination type

You may be required to provide a stack height calculation demonstrating adequate dispersion of pollutants during the permit application process.

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

<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 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>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>
<p><b>3.6</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.</p> <p style="text-align: center;">If no monitoring is proposed for an emission please state the reason</p> <p>Doc Reference.....</p>
<p><b>3.7</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 – 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>4.1</b>	<p>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?)</p> <p>Doc Reference.....</p>
<b>4.2</b>	<p>Are there any sites of special scientific interest (SSSIs) or European protected sites which are within either</p> <ul style="list-style-type: none"> <li>- 2 kilometres for an installation which includes Part B combustion, incineration (but not crematoria), iron and steel, and non-ferrous metal activities, or</li> <li>- 1 kilometre for Part B mineral activities and cement and lime activities, or</li> <li>- ½ a kilometre for all other Part B activities 2 kilometres of the installation?</li> </ul> <p> <input type="checkbox"/> No  <input type="checkbox"/> Yes         </p> <p>If Yes please give the site names:</p> <p>.....</p> <p>.....</p>
<b>4.3</b>	<p><b>Provide an assessment of whether the installation is likely to have a significant effect on such 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 XVIII of the General Guidance Manual).</b></p> <p>Doc Reference.....</p>

## SECTION 5 – ENVIRONMENTAL STATEMENTS & THE NON-TECHNICAL SUMMARY

<b>5.1</b>	<p>Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England &amp; Wales) Regulations 1999, or for any other reason with respect to the installation.</p> <p> <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> </p> <p>Doc Reference.....</p>
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**SECTION 6 – ADDITIONAL INFORMATION**

<b>6.1</b>	Please supply any additional information which you would like us to take account of in considering this application.	
	Document Description	Reference No

**SECTION 7 – 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>7.1</b>	Please include evidence of your payment when you submit your application form.
<b>7.2</b>	<p>Please give any company purchase order number or other reference you wish to be used in relation to this fee.</p> <p>.....</p>
<b>7.3</b>	<p>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.</p> <p>Name.....</p> <p>Position.....</p> <p>Address.....</p> <p>.....</p> <p>Telephone.....Fax.....</p> <p>Email.....</p>

**SECTION 8 – COMMERCIAL CONFIDENTIALITY & NATIONAL SECURITY**

<b>8.1</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>8.2</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 9 – DATA PROTECTION.

<b>9.1</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 10 – DECLARATIONS**

<b>10.1</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>10.2</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 name: _____</p> <p>_____</p> <p><b>Operator1:</b> _____</p> <p>Signature _____</p> <p>Name _____</p> <p>Position _____</p> <p>Date _____</p> <p>_____</p>

<b>Operator 2:</b>	.....
Signature	.....
Name	.....
Position	.....
Date	.....
	.....
<b>Operator 3:</b>	.....
Signature	.....
Name	.....
Position	.....
Date	.....
<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>	

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## GUIDANCE ON FILLING IN THE APPLICATION FORM

The purpose of this document is to assist operators when filling in the Part B 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. refining steel using an induction furnace is Ch 2, Sect 2.1, part B (b) (ii).

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** Relevant site maps for location, site layout, equipment - 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 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 odour etc.

- 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

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- 3.4** 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.

- 3.5** 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.
- 3.6** 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.

#### **Section 4- The Installation and Environmental Impact**

- 4.1.** Include any complaint history. Identify each local impact and its effect on the environment 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.m1airaction.com](http://www.m1airaction.com)
- [www.sheffieldairaction.com](http://www.sheffieldairaction.com)
- [www.sheffield.gov.uk](http://www.sheffield.gov.uk)

Alternatively phone our Air Quality team on: 0114 273 4655.

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

David Sparks, Contaminated Land Officer will be able to assist in this process 0114 273 4654.

Richard Harris, Ecology Manager may be able to assist further in relation to consideration of effects 0114 273 4481.

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## **Section 5 – Environmental Statements & the Non-Technical Summary**

- 5.1 Submit the document if it is available, the document should contain a non-technical summary.

## **Section 7 - Fees & Charges**

- 7.1 The fee must be received before the application can be duly made. The actual fees you will need to enclose are set out in the covering letter sent out with your application form.

## **Section 8- Commercial Confidentiality and National Security**

- 8.1 See Section 46 and Section 47 of the EP Regulations 2000.

## **Section 10- Relevant Offences**

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

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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:

- Primary Care Trust
- Natural England if there may be impact on SSSI or European Site
- Local Planning Authority if waste operations are carried out
- Petroleum Licensing Authority for service stations

# Sheffield Air Quality Management Areas

