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# SHEFFIELD CITY COUNCIL

## APPLICATION PACK

# Local Authority - Pollution Prevention and Control



## Re-spraying of Road Vehicles

ENVIRONMENT & REGULATORY SERVICES  
**ENVIRONMENTAL PROTECTION SERVICE**



**SHEFFIELD CITY COUNCIL**  
**Local Authority - Pollution Prevention and Control**  
**Application for a permit to spray or respray road vehicles or trailers**

**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' permit to spray or respray road vehicles or trailers 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/ukxi/2016/1154/contents/made> Note that there are several subsequent Statutory Instruments which amend these regulations.

**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 or 0114 205 3388**

**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.

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## **Useful Contacts**

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

Telephone: 0114 273 4651 or 0114 205 3388

Email: [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)

Department for Environment Food and Rural Affairs  
Zone 4/G9  
Ashdown House  
123 Victoria Street  
London  
SW1 6DE  
[www.defra.gov.uk](http://www.defra.gov.uk)

## **Useful Websites**

Print off your free process guidance note at:

[www.defra.gov.uk/environment/airquality/lapc/pgnotes/default.htm](http://www.defra.gov.uk/environment/airquality/lapc/pgnotes/default.htm)

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**SECTION A – OPERATOR DETAILS**

<b>A1.1</b>	<b>Name of the installation</b> .....
<b>A1.2</b>	<b>Please give the address of the site of the installation</b> ..... ..... Postcode..... Telephone Number..... Fax No..... Email.....  Ordnance Survey national grid reference                    -- -- -- -- -- -- -- -- <i>(8 characters, for example, SJ 123 456. There are a number of internet mapping sites which will convert a Post Code to a grid reference.)</i>
<b>A1.3</b>	<b>Existing authorisations:</b>  <b>Please give details of any existing LAPC authorisation for the installation, including reference number(s)</b>  .....

<b>A2.1</b>	<b>The Operator</b>
	<p>Please provide the full name of the company or corporate body or the name of the sole trader or the names of the partners:</p> <p>.....</p> <p>Trading/business name (if different) .....</p> <p>Registered Office address .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode.....Telephone Number.....</p> <p>Principal Office Address (if different) .....</p> <p>.....</p> <p>.....</p> <p>Post code .....</p> <p>Company registration number .....</p>
<b>A2.2</b>	<b>Holding Companies</b>
	<p>Is the operator a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?</p> <p>No?.....</p> <p>Yes? Name of ultimate holding company .....</p> <p>Ultimate holding company Registered Office address .....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Postcode: ..... Telephone: .....</p> <p>Company registration number .....</p>



<b>A3.1</b>	<b>Who can we contact about your application?</b>
	<p>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 could be an agent or consultant rather than the operator.</p> <p>Name .....</p> <p>Position .....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Post code .....</p> <p>Telephone number .....</p> <p>Fax number .....</p> <p>Email address .....</p>
<b>A3.2</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>



## SECTION B – ABOUT THE INSTALLATION

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 PPC Regulations are met.

<p><b>B1.1</b></p>	<p><b>Describe the proposed installation and activities and identify the foreseeable emissions to air from the process.</b></p> <p>Document reference .....</p>
<p><b>B1.2</b></p>	<p><b>Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.</b></p> <p>Atmospheric emissions should be categorised under the following:</p> <ol style="list-style-type: none"> <li>1. point source (e.g. chimney/vent identified by a number and detailed on a plan)</li> <li>2. fugitive source (e.g. from stockpiles/storage areas)</li> </ol> <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>(Mass emission – the quantification of an emission in terms of its physical mass per period of time, e.g. grams per hour, tonnes per year)</p>
<p><b>B1.3</b></p>	<p>For each emission identified from the installations' 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 emission goes directly to the environment without abatement or treatment, this should be stated.</p> <p>Document reference: .....</p>
<p><b>B1.4</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>Document reference: .....</p>

<b>B1.5</b>	<p>Describe the proposed measure for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed (eg particulate matter emissions, odour 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>Document reference: .....</p>
<b>B1.6</b>	<p>Provide detailed procedures and policies of your proposed environmental management techniques in relation to the installation activities described.</p> <p>Document reference: .....</p>
<b>B1.7</b>	<p>Attach a plan of the premises showing the location of:</p> <ul style="list-style-type: none"> <li>(a) the premises</li> <li>(b) spray booths</li> <li>(c) organic solvent containing material storage</li> <li>(d) organic solvent containing waste storage</li> </ul>
<b>B1.8</b>	<p>Supply a description of the location and methods of storage of organic solvent containing materials.</p> <p>Document reference: .....</p>
<b>B1.9</b>	<p>Supply certification of spray booth performance.</p> <p>Document reference: .....</p>
<b>B1.10a</b>	<p>Are VOC emitting stacks<sup>1</sup> at least 3m above the roof ridge height of buildings within 15m of the stack? <b>Yes/No</b> If "no", complete <b>B1.10b</b></p>
<b>B1.10b</b>	<p>Provide a written plan for the construction, operation and maintenance of stacks emitting VOC's.</p> <p>Document reference: .....</p>

<sup>1</sup> NB – All new VOC emitting stacks are required to vent VOC's at a height greater than 3m above the roof ridge height of buildings within 15m of the stack

<b>B1.11</b>	<p>Provide details of how the mass of VOC emitted and of paint solids used will be determined and recorded.</p> <p>Document reference:  .....</p>
<b>B1.12</b>	<p>Provide a written plan for the maintenance, inspection and replacement of extract air filters of the spray booth and abrasive blasting equipment plant.</p> <p>Document reference:  .....</p>
<b>B1.13</b>	<p>Provide a written plan for measuring particulate emissions from abrasive blasting equipment, using manual extractive testing methods.</p> <p>Document reference:  .....</p>
<b>B1.14</b>	<p>Provide a written plan for control of VOC emissions from spray gun testing and sprayout following cleaning.</p> <p>Document reference:  .....</p>
<b>B1.15</b>	<p>Provide a written plan for the control of VOC emissions from spray gun and equipment cleaning.</p> <p>Document reference:  .....</p>
<b>B1.16</b>	<p>Provide a written plan for the control of VOC emissions from solvent contaminated wipes and other wastes.</p> <p>Document reference:  .....</p>
<b>B1.17</b>	<p>State whether any structured environmental management system (such as ISO 14001, EMAS or BS 8555) or a tailored system is being used or is planned, and if so what.</p> <p>Document reference:  .....</p>
<b>B1.18</b>	<p>Specify what training and instruction staff will be given to ensure that this Permit (if granted) is complied with.</p> <p>Document reference:  .....</p>

<b>B2</b>	<b>Impact on the Environment/ Environmental Statements</b>				
<b>B2.1</b>	<p>Provide an assessment of the potential significant local environmental effects of the foreseeable emission (for example, is there a history of complaints, is the installation in an Air Quality Management Area?)</p> <p>Document reference:  .....</p>				
<b>B2.2</b>	<p>Are there any Sites of Special Scientific Interest (SSSI's) or European Sites which are within 500 metres of the installation?</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 60%;"><b>Yes</b> (please give names of the sites)</td> <td></td> </tr> <tr> <td><b>No</b></td> <td></td> </tr> </table>	<b>Yes</b> (please give names of the sites)		<b>No</b>	
<b>Yes</b> (please give names of the sites)					
<b>No</b>					
<b>B2.3</b>	<p>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.</p> <p>Document reference:  .....</p>				
<b>B2.4</b>	<p>Has an environmental impact assessment been carried out under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999, or for any other reason with respect to the installation.</p> <table border="1" style="margin-left: 40px;"> <tr> <td style="width: 60%;"><b>Yes</b> (please supply a copy of the assessment and details of any decision made)</td> <td></td> </tr> <tr> <td><b>No</b></td> <td></td> </tr> </table>	<b>Yes</b> (please supply a copy of the assessment and details of any decision made)		<b>No</b>	
<b>Yes</b> (please supply a copy of the assessment and details of any decision made)					
<b>No</b>					

<b>B3</b>	<p><b>Additional Information</b></p> <p>Please supply any additional information which you would like us to take account of in considering this application.</p> <p>Document reference:  .....</p>
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**SECTION C – FEES AND CHARGES, INFORMATION HANDLING AND DECLARATION**

<b>C1</b>	<p><b>Fees and Charges</b></p> <p>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.</p>
<b>C1.1</b>	<p>Please include evidence of your payment when you submit your application form.</p>
<b>C1.2</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>C2</b>	<p><b>Annual Charges</b></p> <p>If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.</p>
<b>C2.1</b>	<p>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>

<b>C3</b>	<b>Commercial Confidentiality</b>				
<b>C3.1</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> <table border="1"> <tr> <td><b>Yes</b> (please provide full justification, considering the definition of commercial confidentiality within the PPC regulations (see the general guidance manual))</td> <td></td> </tr> <tr> <td><b>No</b></td> <td></td> </tr> </table>	<b>Yes</b> (please provide full justification, considering the definition of commercial confidentiality within the PPC regulations (see the general guidance manual))		<b>No</b>	
<b>Yes</b> (please provide full justification, considering the definition of commercial confidentiality within the PPC regulations (see the general guidance manual))					
<b>No</b>					

<b>C4</b>	<b>Data Protection</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>

<b>C4</b>	<b>Declaration</b>
<b>C4.1</b>	<p><b>Signature of current operator(s)*</b></p> <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 applicant must sign the declaration themselves, even if an agent is acting on their behalf.</p> <p>For the application from:</p> <p>Premise name: .....</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Position: .....</p> <p>Date: .....</p> <p>* Where more than one person is defined as the applicant, 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.</p>