
SHEFFIELD CITY COUNCIL

APPLICATION PACK FOR VARIATION OF AN ENVIRONMENTAL PERMIT

Local Authority - Pollution Prevention and Control



Part B Installations

**ENVIRONMENT & REGULATORY SERVICES
ENVIRONMENTAL PROTECTION SERVICE**



SHEFFIELD CITY COUNCIL
Local Authority - Pollution Prevention and Control
APPLICATION FOR VARIATION OF 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 Pollution Prevention and Control, LAPPC. Installations permitted under this regime are known as B installations. Use this form if you already have a permit and wish to vary the permit conditions or wish to make a change to your installations.

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 at

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

Telephone (0114 273 4651)

E-mail 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. 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

1.1	Name of the Installation
1.2	Permit Reference Number
1.3	Address of the Site of the installation (not required for mobile plant) Postcode.....Tel. Number..... Fax No.....Email.....
1.4	The Operator. Please provide the full name of company or corporate body Trading/business name (if different) Registered Office address Principal Office address (if different) Company registration number.....

SECTION 1 – OPERATOR DETAILS (continued)

1.5	<p>Holding Companies</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>
1.6	<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	<p>Please fill in the tables below with details of all the current activities in operation at the whole installation.</p> <p>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.</p> <p>For example, <i>Manufacturing glass where the use of lead compound is involved</i>, would be listed as Ch 3, Sec 3.3, Part B(b).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Activities in the Stationary Technical Unit</th> <th style="background-color: #cccccc;">Schedule 1 references</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>Directly associated activities 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"> ◆ have a technical connection with the activities in the stationary technical unit ◆ could have an effect on pollution <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Directly Associated Activities</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>	Activities in the Stationary Technical Unit	Schedule 1 references							Directly Associated Activities				
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SECTION 2 – ABOUT THE INSTALLATION (continued)

2.2	<p>Why is the application being made?</p> <p style="padding-left: 40px;"><input type="checkbox"/> Specific permit conditions will require amending</p> <p style="padding-left: 40px;"><input type="checkbox"/> We are unsure whether the proposed changes will require a variation and wish the local authority to determine this</p>
2.3	<p>Unless applying for mobile plant, please provide:-</p> <p>◆ A suitable map showing the location of the installation clearly defining extent of the installations in red and indicating the extent of the installation affected by the proposed change.</p> <p style="padding-left: 40px;">Doc Reference</p> <p>◆ A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas, abatement plant and any external emission points to atmosphere, indicating which activities will be affected by the proposed change.</p> <p style="padding-left: 40px;">Doc Reference</p> <p>◆ A suitable plan showing the site drainage system and all discharge points to drainage or water courses indicating which will be affected by the proposed change.</p> <p style="padding-left: 40px;">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.

3.1	<p>Describe the proposed change to the installation and activities and identify the foreseeable emissions to air from effecting this change (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)

<p>3.2</p>	<p>Once all foreseeable changes in emissions as a result of the proposed change have been identified each emission should be characterised (including odour) and quantified.</p> <p>atmospheric emissions should be categorised under the following;-</p> <ul style="list-style-type: none"> • Point source, (e.g. chimney / vent, identified by a number and detailed on a plan) • Fugitive source (e.g. from stockpiles / storage areas) <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>Example</i></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Emission Point</th> <th style="text-align: left;">Pollutant</th> <th style="text-align: left;">Category</th> <th style="text-align: left;">Monitoring Undertaken (Y/N)</th> <th style="text-align: left;">Mass emission</th> </tr> </thead> <tbody> <tr> <td>Chimney Ref GSF301</td> <td>Particulate</td> <td>Point Source</td> <td>Yes</td> <td>1.61 tonnes/annum</td> </tr> </tbody> </table> <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>Doc Ref.....</p>	Emission Point	Pollutant	Category	Monitoring Undertaken (Y/N)	Mass emission	Chimney Ref GSF301	Particulate	Point Source	Yes	1.61 tonnes/annum
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Chimney Ref GSF301	Particulate	Point Source	Yes	1.61 tonnes/annum							
<p>3.3</p>	<p>For each stack or vent affected by the change, detail the following:</p> <ul style="list-style-type: none"> a) pollutants emitted (include quantities and concentrations as much as possible) b) height c) diameter d) air flow rates e) termination type <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>3.4</p>	<p>For each emission which will be affected by the proposed change 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>3.5</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 as a result of the proposed change. If no assessments have been carried out please state.</p> <p>Doc Reference.....</p>												
<p>3.6</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.) as a result of the proposed change. 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>3.7</p>	<p>Describe the effect the proposed change will have on your environmental management techniques, in relation to the installation activities described.</p> <p>Doc Reference.....</p>												
<p>3.8</p>	<p>Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.</p> <table border="1" data-bbox="327 1491 1342 1930"> <thead> <tr> <th data-bbox="327 1491 596 1559">Permit Condition Reference</th> <th data-bbox="596 1491 1342 1559">Proposed New Wording of Condition</th> </tr> </thead> <tbody> <tr> <td data-bbox="327 1559 596 1632"></td> <td data-bbox="596 1559 1342 1632"></td> </tr> <tr> <td data-bbox="327 1632 596 1706"></td> <td data-bbox="596 1632 1342 1706"></td> </tr> <tr> <td data-bbox="327 1706 596 1780"></td> <td data-bbox="596 1706 1342 1780"></td> </tr> <tr> <td data-bbox="327 1780 596 1854"></td> <td data-bbox="596 1780 1342 1854"></td> </tr> <tr> <td data-bbox="327 1854 596 1930"></td> <td data-bbox="596 1854 1342 1930"></td> </tr> </tbody> </table>	Permit Condition Reference	Proposed New Wording of Condition										
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SECTION 4 – ADDITIONAL INFORMATION

4.1	Please supply any additional information which you would like us to take account of in considering this application.	
	Document Description	Reference No

SECTION 5 – FEES & CHARGES

Your application cannot be processed unless the correct fee has been paid. When you submit your surrender form please also ensure you include evidence of payment of the application fee. The current fee must be paid by card over the phone prior to applying to surrender. Please ring Tel 273 4651 to pay.

5.1	Please provide evidence of your payment with the application form.
5.2	<p>Please give any company purchase order number or other reference you wish to be used in relation to this fee.</p> <p>.....</p>
5.2	<p>If we agree to vary the permit, the Operator 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 6 – COMMERCIAL CONFIDENTIALITY & NATIONAL SECURITY

6.1	<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"/> No <input type="checkbox"/> Yes </p> <p>Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.</p> <p>Doc Reference.....</p>
6.2	<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"/> No <input type="checkbox"/> Yes </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 7 – DATA PROTECTION.

7.1	<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"> • 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. <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"> • make a false statement which you know to be false or misleading in a material particular,
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	<ul style="list-style-type: none">• recklessly make a statement which is false or misleading in a material particular. <p>If you make a false statement</p> <ul style="list-style-type: none">• we may prosecute you, and• if you are convicted, you are liable to a fine or imprisonment (or both).
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SECTION 8 – DECLARATIONS

<p>8.1</p>	<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>Signature _____</p> <p>Name _____</p> <p>Position _____</p> <p>Date _____</p>
<p>8.2</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 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>Operator1: _____</p> <p>Signature _____</p> <p>Name _____</p> <p>Position _____</p> <p>Date _____</p> <p>_____</p>

	<p>Operator 2:</p> <p>Signature _____</p> <p>Name _____</p> <p>Position _____</p> <p>Date _____</p>
	<p>Operator 3:</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>

NOTE: The Council will undertake a consultation exercise if the application for variation is considered to constitute a “Substantial Change” (as defined in paragraph 5(5) of Part 1 of Schedule 5 to the Environmental Permitting Regulations 2007. Where a newspaper advertisement is considered appropriate, the Council will arrange this and recover costs from the operator.