



Pollution Prevention and Control Act, 1999

Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

Solvent Emissions (England and Wales) Regulations 2004

Local Authority - Pollution Prevention and Control

Application for a Permit

Introduction

Use this form if you are sending an application for an SED Installation which is not currently a Part 'B' installation to Charnwood Borough Council under the Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended) ("the PPC regulations").

Before you start to fill in this form

Please read the DEFRA guidance issued for LAPPC. 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 may also need to read the relevant sector guidance note, BREF note or Process Guidance note. The Pollution Prevention and Control (England and Wales) Regulations 2000 can be obtained from The Stationary Office, or viewed on their website at: www.legislation.hmsso.gov.uk/si/si2000/20001973.htm.

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:

**Charnwood Borough Council
Housing and Health Services
Environmental Protection
Southfields
Southfield Road
Loughborough
Leicestershire
LE11 2TX**

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 and the application reference number, if you have been given one, it will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

Using continuation sheets

In the case of 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 and 3 copies of the form and all other supporting material, to assist consultation.

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.

LA-PPC Application Form

For Local Authority use		
Application Reference:	Officer Reference:	Date Received:

A 1.1 Name of installation

A 1.2 Please give the address of the site of the installation

Postcode	Telephone number
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Ordnance Survey national grid reference *8 characters*,
For example SJ 123 456

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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)

A 2.1 The Operator - Please provide the full name of company or corporate body

Trading/ business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company Registration number:

A 2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No

Yes

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company Registration number:

A 3.1 Who can we contact about your application?

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.

Name _____

Position _____

Address _____

Postcode

Telephone Number _____

Fax Number _____

E. Mail address _____

B 1 About the installation

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

In Column 1a *Activities in the stationary technical unit*

Please identify all activities listed in Section 7 Part 1 of Schedule 1 of the PPC Regulations 2000 as amended by the Solvent Emissions (England and Wales) Regulations 2004 that are, or are proposed to be carried out in the stationary technical unit of the installation and meet the threshold values for solvent consumption there cited.

In Column 1b *Directly associated activities*

Please identify all 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

B 1.2 Why is the application being made

- The installation is new
- It is an existing process newly required to be permitted by SED.
- It is an existing SED Installation for which a substantial change is proposed.

B 1.3 Site Maps

Please provide:-

- a suitable map showing the location of the installation clearly defining extent of the installations in red

Document reference _____

- a suitable plan showing the layout of activities on the site, including storage of solvents and materials containing VOCs, waste storage areas and any external emission points to atmosphere
- a plan showing drains within the installation and in the immediate area of the installation which may be affected as a result of release or spillage of solvents.
- a plan showing storage of wastes where these contain solvent residues and of solvent residues being stored prior to being externally or internally recycled or reused.

Document reference _____

Indicate all activities where solvent consumption occurs, including surface cleansing and degreasing if these occur as subsidiary processes.

B 2 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.

B 2.1

Describe the proposed installation and activities and identify the foreseeable solvent emissions to air, water and to waste from each stage of the process (this will include any fugitive emissions).

The use of process flow diagrams may aid to simplify the operations

Document reference _____

B2.2

Provide details how the mass or volume of solvent consumed will be determined and recorded weekly and annually. Remember solvent consumption does not include solvent recycled or reused.

Document reference _____

B 2.3

Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised and quantified.

Atmospheric emissions should be categorised under the following

- (i) point source, (e.g. chimney/vent, identified by a number and detailed on a plan)
- (ii) fugitive source (e.g. from storage areas, losses in transfer).

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.

(Mass emission - the quantification of an emission in terms of its physical mass per period of time. For example grammes per hour, tonnes per year).

Document reference _____

B 2.4

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 solvent emissions. If no techniques are currently used and the emission goes directly to the environment without abatement or treatment, this should be stated.

Document reference _____

B 2.5

Describe the proposed system 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.

Document reference _____

B 2.6

Describe the proposed measures for monitoring all identified solvent emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. 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.

Document reference _____

B.2.7

Describe any measures, technological or otherwise which you are undertaking to reduce solvent consumption and /or improve reduce emissions. Include details of training of operatives.

Document reference _____

B 2.8

Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Document reference _____

B 2.9

Identify any solvent-based substance used in your process which carry the risk phrases R45, R46, R49, R60, or R61 and prepare and submit a timetable for the substitution of these substances within the shortest possible time, but no later than October 2007

Document reference _____

B 2.10

If your solvent consumption is above the threshold listed in the regulations you will need to demonstrate compliance with either: -

1. an emission limit for waste gases and fugitive emissions, or
2. meet a total emission limit value, or
3. implement a Solvent Reduction Scheme

If you intend demonstrating compliance via a reduction scheme you must provide details of your proposals and methodology, including a timescale with this application.

Document reference _____

B 3 Impact on the Environment

B3.1

Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area?)

Document reference _____

B 3.2

Are there any sites of special scientific interest (SSSIs) or European Sites which are within 2 kilometres of the installation?

No

Yes (please give names of the sites)

B 3.3

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.

Document reference _____

B 4 Environmental Statements

B 4.1

Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment)(England & Wales) Regulations 1999, or for any other reason with respect to the installation.

No

Yes (please supply a copy of the environmental impact assessment and details of any decision made)

Document reference _____

B 5 Additional information

Please supply any additional information which you would like us to take account of in considering this application.

Document reference _____

C 1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C 1.1 Please state the amount enclosed as an application fee for this installation

£ Cheques should be payable to: **Charnwood Borough Council**

We will confirm receipt of this fee when we write to you acknowledging your application

C 1.2

Please give any company order number or other reference you wish to be used in relation to this fee.

C 2 Annual Charges

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.

C 2.1

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.

Postcode

Telephone number

C 3 Commercial confidentiality

C 3.1

Is there any information in the application that you wish to justify being kept from the Public Register on the grounds of commercial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the PPC regulations.

Document reference _____

C 3.2

Is there any information in the application that you believe should be kept from the Public Register on the grounds of national security?

No

Yes

Do not write anything about this information on this 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.

C 4 Data Protection

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:-

- 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
- Investigate possible breaches of environmental law and take any resulting action
- Prevent breaches of environmental law
- Assess customer service satisfaction and improve the service.

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

It is an offence under Regulation 32 of the PPC 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.

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)

C 5 Declaration

C 5.1 Signature of current operator(s)*

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 material) I/we have supplied.

Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from: _____

Installation name: _____

Signature _____

Name: _____

Position: _____

Date: _____

Signature: _____

Name: _____

Position: _____

Date: _____

- *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.*