

Part C Application form (General)

Application for a permit

Local Air Pollution Prevention and Control The Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013

Introduction

When to use this form

This regime is known as Local Air Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part 'C' installations. Use this form if you are sending an application for a 'Part C' permit to a district council under the Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland), 2013 ("the PPC Regulations").

Before you start to fill in this form

You are strongly advised to read relevant parts of the Departments general guidance manual issued for LAPPC, republished in 2010 and available at http://www.doeni.gov.uk/index/protect_the_environment/local_environmental_issues/industrial_pollution/lappc_guidance.htm. This contains a list of other documents you may need to refer to when you are preparing your application for the surrender of the permit, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The PPC Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm. A consolidated version of the PPC regulations is maintained on the DOENI Industrial Pollution website at http://www.doeni.gov.uk/index/protect_the_environment/local_environmental_issues/industrial_pollution.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:

**Environmental Health
Antrim and Newtownabbey Borough Council
Mossley Mill
Carnmoney Road North
Newtownabbey,
BT36 5QA**

Other documents you may need to submit

There are number of other documents you will 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, which 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 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 - *not relevant for e-applications*

Please send the original and 3 copies of the form and all other supporting material, to assist the Council in conducting any necessary consultation process.

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 district council address given above if you need any advice on how to set out the information we need.

LAPPC application form: to be completed by the operator		
For district council use		
Application reference	Officer reference	Date received

A1 Applicant details

A1.1 Name of the installation

A1.2 Please give the address of the site of the installation

Postcode _____ Telephone _____

The national grid reference *7 characters*,
for example, J 356 729(can be obtained from typing postcode into one of the on-line mapping sites).

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A1.3 Existing permits:

Please give details of any existing LAPPC authorisation for the installation, including reference number(s):

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)

A2.1 The Operator – Please provide the full name of company, partnership or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number

A2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006?

No

Yes *name of ultimate holding company*

Registered office address

Postcode

Principal Office address (if different)

Postcode

Company registration number: _____

A3.1 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 _____

Position _____

Address _____

Postcode

Telephone number _____

Fax number _____

email address _____

B1 About the installation

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

In **Column 1, Box A**, please identify all activities listed in Schedule 1 to the PPC Regulations that are, or are proposed, to be carried out in the Part C installation or mobile plant.

In **Column 1, Box B** 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

In **Column 2, for Boxes A and B** please quote the Section number, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 to the PPC Regulations [For example, *crushing grinding or otherwise breaking up coal, coke or other coal product*, would be listed as Chapter 3, Section 3.5, Part C(a)(i)].

B1.1 Installation table for new permit application

COLUMN 1	COLUMN 2
Box A Activities in the stationary technical unit	Section in Schedule 1 to the PPC Regulations
Box B Directly-associated activities	Schedule 1 references (if any)

B1.2 Why is the application being made?

- The installation is new
- The installation is existing, but changes to the installation or to the PPC Regulations means that an LAPPC Part C permit is now required.

B.1.3 Site Maps

Please provide:-

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

Doc Reference _____

- A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere

Doc Reference _____

B2 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.

B2.1 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)

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

Doc Reference: _____

B2.2 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

- i. point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- ii. 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.

(Emission concentration = e.g. milligrams per cubic metre of air; mass emission = e.g. grams per hour, tonnes per year)

B2.3 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 into the air. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment then this should be stated

Doc Reference: _____

B2.4 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.

Doc Reference: _____

B2.5 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, 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.

Doc Reference: _____

B2.6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B3 Impact on the Environment

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (e.g. is there a history of complaints and/or is the installation in an air quality management area ?)

Doc Reference: _____

B3.2 Are there any areas of special scientific interest (ASSIs) or European protected sites which are within either

- 2 kilometres for an installation which includes Part C combustion, incineration (but not crematoria), iron and steel, and non-ferrous metal activities, or
- 1 kilometre for Part C mineral activities and cement and lime activities, or
- ½ a kilometre for all other Part C activities?

No

Yes *please give names of the sites*

B3.3 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 (Northern Ireland) 1995 (see appendix 2 of Annex XIII of the General Guidance Manual).

Doc Reference: _____

B4 Environmental Statements

B4.1 Has an environmental impact assessment been carried out under Council Directive 85/337/EEC, 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*

Doc Reference: _____

B5 Additional information

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

Doc Reference _____

C1 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.

C1.1 Please state the amount enclosed as an application fee for this installation.

£ _____ (cheques should be made payable to [])

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

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Annual subsistence 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.

C2.1 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: _____

C3 Commercial confidentiality

C3.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

No

Yes

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

Doc Reference _____

C3.2 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 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.

C4 Data Protection

The information you give will be used by the district 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.

It is an offence under Regulation 33 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, or
- 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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

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 PPC Regulations.

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:

Signature _____

Name _____

Position _____

Date _____

C6 Declaration

C6.1 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 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.

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.*