



ENVIRONMENTAL HEALTH AND TRADING STANDARDS
COUNTY OFFICES, BATH STREET, HEREFORD. HR1 2ZF
TELEPHONE: (01432) 260000 FAX: (01432) 261982

Application for an A2 permit

Local Authority - Integrated Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

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

When to use this form

This regime is known as Local Authority Integrated Pollution Prevention and Control, **LA-IPPC**. Installations permitted under this regime are known as **A2** installations. Use this form if you are sending an application for a 'Part A2' installation to a Local Authority 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 LA-IPPC and 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 will 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.hmso.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 the address given above.

Other documents you may need to submit

There are 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 above. 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

Please send the original and 6 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 address given above if you need any advice on how to set out the information we need.

A1.1 Name of the installation

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

Postcode: _____ Telephone: _____

Ordnance Survey national grid reference *8 characters, for example, SJ 123 456*

A1.3 Existing authorisations:

Please give details of any existing LAPC or IPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(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 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 736 of the Companies Act 1985?

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 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 _____

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 1a *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the PPC Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In Column 1b *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

In **column 2a and b 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 PPC Regulations. For example, *Manufacturing glass, unless falling within Part A(1) of this Section, where melting capacity of the plant is more than 20 tonnes per day*, would be listed as Chapter 3, Section 3.3, Part A(2)(a).

B1.1 Installation table for new permit application

COLUMN 1a	COLUMN 2b
Activities in the Stationary Technical Unit	Schedule 1 References
COLUMN 1b	COLUMN 2b
Directly associated activities	Schedule 1 References

B1.2 Why is the application being made?(please delete or circle as appropriate)

- (a) the installation is new
- (b) it is an existing Part B process authorised under the Environmental Protection Act for which a substantial change is proposed and an LA-IPPC A2 permit is 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: _____

- A suitable plan showing the site drainage system and all discharge points to drainage or watercourses.

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, water & land 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.

(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. Eg. Grams per hour, tonnes per year)

- **water emissions** should be identified at discharge points and copies of any discharge consents from either the Environment Agency or sewerage undertaker should be submitted, detailing the permitted discharge limits.

Doc Reference: _____

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

Doc Reference: _____

B2.4 Identify the raw and auxiliary materials, other substances and water that you propose to use in carrying on the activities listed in the table in B1.1

Doc Reference: _____

B2.5 Characterise and quantify each waste stream from the installation and describe the proposed measures for waste prevention and reduction. Please also include waste management, issues storage and handling of the waste. For each waste stream identify if an environmental appraisal has been undertaken, and provide details, if not please state if an appraisal has been carried out. If you propose any disposal of waste explain why recovery of that waste is technically and economically impracticable and describe the measures planned to minimise the production of that waste and to avoid or reduce any impact on the environment.

Doc Reference: _____

B2.6 Identify if there may be a discharge of any List 1 or List II substance and if any are identified, explain how the requirements of the Groundwater Regulations 1999 have been addressed (A copy of these lists can be obtained from Herefordshire Council if you do not have one). Also describe the current techniques used to prevent and reduce discharges to groundwater.

Doc Reference: _____

B2.7 Provide a breakdown of the proposed energy consumption and generation by source and end-use and describe the proposed measures for improvement of energy efficiency. If you have entered a climate change levy agreement please provide details.

Doc Reference: _____

B2.8 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: _____

B2.9 Detail the following with respect to noise & vibration

1. The main sources of environmental noise and vibration as identified from your proposed installations' activities (including infrequent sources);
2. Identify the nearest noise sensitive locations and include any relevant environmental noise measurement surveys which have been undertaken;
3. The current and proposed technology and techniques for the control of noise.

If no assessment has been carried out, please state this.

Doc Reference: _____

B2.10 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. If no monitoring is proposed for an emission please state the reason.

Doc Reference: _____

B2.11 Describe the proposed measures to be taken, to avoid any pollution risk to land and return the site of the installation to a satisfactory state upon definitive cessation of activities, you may wish to refer to the site report requested at B3.1 below.

Doc Reference: _____

B2.12 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B3 Site Report

B.3.1 Please provide a site report which demonstrates the condition of the land on the site of the installation. The report must identify any existing or potential sources of contamination, quantifying the presence of materials in, on or under the land which may constitute a pollution risk either in terms of toxic or polluting potential or the potential generation of toxic, flammable or asphyxiant gases. The report should consider, in relation to such sources the potential existence of pathways via which the contaminants travel and the proximity and nature of potentially sensitive receptors.

During consideration of the likely presence of materials and the design of any intrusive sampling strategies particular regard should be given to the locations and extent of any former or existing potentially contaminative uses and the locations, nature and likely emissions to land of processes forming part of the installation.

It is acceptable to provide site reports undertaken for other purposes, eg. planning applications, which have been carried out up to 6 months prior to this application. Older site reports may be accepted where a further site survey and risk assessment based on the present condition of the site are submitted.

Doc Reference: _____

B4 Impact on the Environment

Please provide written information about the impact the installations' emissions may have on the environment as listed below:

Information required:

B4.1 Provide an assessment of the potential significant local environmental effects of any foreseeable emissions. (A list from the Council referenced '*EHP 075 - List of prescribed air and water pollutants*' can be supplied from the Council on request. Your application must state which of these substances may be emitted). Other issues to be covered include any history of complaints and whether the installation is in an air quality management area etc? (A copy of the Hereford City Air Quality Management Area Order 2001 and plan can be supplied by Herefordshire Council if you are based in Hereford or close to it).

Doc Reference: _____

B5 Environmental Statements and the Non Technical Summary

B5.1 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*

Doc Reference: _____

B5.2 Please provide a non technical summary of all the information required above. This will enable the public to understand your installation and it's environmental impact when viewing the public register.

Doc Reference: _____

B6 Statutory Consultees

We will use the information in this section to identify who we must consult about your proposals

B6.1 In which health authority area is the installation located?

If premises are on a boundary please give names of all relevant authorities

B6.2 Could the installation involve the release of any substance into a sewer vested in a sewerage undertaker?

No ?

Yes ? *please name the sewerage undertaker*

B7 Planning Status

B7.1 Where the installation may involve a specified waste management activity we cannot issue a permit unless one of the following applies, please indicate which of the following applies to the installation. Note: In this instance your application may be referred to the Environment Agency for processing.

You have planning permission
(Enclose copy of decision notice)

Doc Reference: _____

You have a certificate of lawful existing use of development
(Enclose copy of certificate)

Doc Reference: _____

You have an established use certificate
(Enclose copy of certificate)

Doc Reference: _____

The General Permitted Development Order 1995 applies Please give details
(Enclose copy of relevant paperwork)

Doc Reference: _____

Planning permission is not required - *please say why and enclose written confirmation from the
planning authority*

Doc Reference: _____

For further advice on the above planning issues, please contact Herefordshire Council's Planning
Service at Blueschool House, Blueschool Road, Hereford. Telephone: 01432 260000.

B8 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 amounts enclosed as application fees for this installation.

Herefordshire Council fee of £..... (this cheque should be made payable to *Herefordshire Council*)

Environment Agency consultation fee of £.....(A separate cheque should be enclosed and made
payable to the *Environment Agency*)

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 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.

Note: the current fees are:

- Application fee to local authority for LA-IPPC A2 Permit - **£1836.00**
- Application fee to Environment Agency for LA-IPPC A2 consultation - **£722.00**
- Annual subsistence fee to local authority for LA-IPPC A2 Permit - **£1055.00** (collected yearly in April, after permit has been granted. First year's subsistence calculated as a fraction of the year remaining from 1st April to 31st March).

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 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 Herefordshire 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,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- 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 30 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).

C5 Declaration

C5.1 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.*