



APPLICATION FORM FOR A PART B PERMIT FOR A TIMER AND MANUFACTURE OF WOOD-BASED PRODUCTS INSTALLATION

LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL

Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016

INTRODUCTION

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 are applying to a Local Authority for a permit to operate a timber and manufacture of wood-based products installation as defined in Environmental Permitting Regulations (England and Wales) Regulations 2016 ("the EP Regulations").

BEFORE YOU START TO FILL IN THIS FORM

Please read the DEFRA general guidance manual 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 as relevant. The Environmental Permitting (England and Wales) Regulations 2016 can be obtained from the Stationary Office, or viewed on their website at:
http://www.legislation.gov.uk/ukxi/2016/1154/pdfs/ukxi_20161154_en.pdf

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 please send the original form and all other supporting material to:

Chelmsford City Council
Public Health & Protection Services
Civic Centre
Duke Street,
Chelmsford,
Essex
CM1 1JE

Tel: 01245 606800
Email: envpermits@chelmsford.gov.uk

INTRODUCTION

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, 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.

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.

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

A1 NAME OF THE INSTALLATION (Not Required For Mobile Plant)

A2 PLEASE GIVE THE ADDRESS OF THE SITE OF THE INSTALLATION

Postcode: _____ Telephone: _____

A3 EXISTING PERMITS

Please give details of any existing Environmental Permits for the installation, including reference number(s). *(For waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies)*

Reference Number	Issuing Regulator	Type of Permit

A4 THE OPERATOR

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).

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:

A5 HOLDING COMPANIES

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If yes, please fill in the details of the ultimate holding company.

Yes No

Name of the ultimate holding company:

Registered office address:

Postcode: _____

Principal office address (if different):

Postcode: _____

Company registration number:

A6 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 could be an agent or consultant rather than the operator.

Name: _____

Position: _____

Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

B 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 EP Regulations are met.

B1 What activities are, or will be, carried on at the installation? Please include "directly associated activities" (this term is explained in Annex III in Part B of the general guidance manual.

B2 Do you operate a timber process and/or manufacture wood-based products?

Yes No

B3 Do you have a combustion process burning waste wood in an appliance greater than 0.4MW?

Yes No

B4 Why is the application being made?

New Installation

Change to existing installation means it now needs a permit

B5 Site maps – please provide:

- A location map with a red line round the boundary of the installation

Document Reference Number: _____

- A site plan or plans showing where all the relevant activities are on site:
 - a) Where the processing plant will be installed.
 - b) The areas and buildings/structures designated for materials and waste storage and the type of storage.
 - c) The conveyors and transfer points.
 - d) Any directly associated activities or waste operations.

To save applying for permit variations, you can also show where on site you might want to use for storage etc. in the future.

Document Reference Number: _____

B6 Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation?

- 2 km – where the installation includes Part B combustion

Yes No

- ½ km - in all other cases

Yes No

If “yes”, is the installation likely to have a significant effect on these sites and, if so, please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc.) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual).

B7 Will emissions from the activity potentially have significant environmental effects (including nuisance)?

Yes No

If yes, please list the potential significant local environmental effects (including nuisance) of the foreseeable emissions on a separate document.

Document Reference Number: _____

Please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document Reference Number: _____

C THE DETAILS

C1 Do you have arrestment plant on site? [informs condition 3, 5, & 13]

Yes No

If yes, go to C2. If no, go to C8.

C2 If yes, does the arrestment plant use: *(Tick all that apply)*

a) Bag filters Yes No

b) Cyclones Yes No

c) Other – please specify _____

C3 If you have bag filters, do you have a filter maintenance programme? [informs condition 3]

Yes No N/A

If you have bag filters, do you replace filter media at least every 4 years? [informs condition 13]

Yes No N/A

C4 Do the continuous monitors have alarms which are: *(Tick all that apply)*

a) Visual?

b) Audible?

c) Alarm activation recorded automatically?

d) Is a trigger level set?

At what percentage of the emission limit is the value set? _____ %

C5 If you have cyclones, is the water content >20% of the solid content by weight of the wood you process? [informs choice of abatement]

Yes No N/A

C6 If you have cyclones, does the process only produce emissions comprised mainly of large particles? [informs choice of abatement]

Yes No N/A

C7 Does your arrestment plant have automatic shutdown in the event of a blockage? [informs conditions 1 & 5]

Yes No

C8 Which of the following will dust be stored? [informs condition 4 & 8]

- a) Silo
- b) Bulk storage tank
- c) In fully enclosed containers
- d) Other – Please specify

C9 How do you transfer wood dust around the site? (*tick all that apply*) [informs condition 10, 11 & 12]

- a) Using pneumatic transfer
- b) Belt conveyors
- c) Fully enclosed transport
- d) Sheeted transport
- e) Bagged
- f) Other – please specify _____

If you use pneumatic transfer, will displaced air be: [informs condition 7]

- a) Vented to arrestment plant?
- b) Back vented to the delivery tanker?
- c) Other – please specify _____

C10 Which of the following methods will be used to minimise emissions at transfer points, including free fall of material: *(tick all that apply)*

[informs condition 9]

- a) Enclosed
- b) Enclosed and ducted to arrestment equipment
- c) Fitted with a chute
- d) Other – please specify _____

Note: dusty material should be taken to be any material which can be wind-entrained. It excludes for example >3mm particles.

C11 Does loading/unloading of dusty materials:

[informs condition 5 & 6]

- a) Automatically stop for over-filling Yes No
- b) Automatically stop for over-pressurisation Yes No
- c) Have alarms to warn of over-filling Yes No
- d) Have alarms to warn of over-pressurisation Yes No

C12 How will potentially dusty materials (including any raw materials, finished products and waste), arrive at or leave the site? *(tick all that apply)*

[informs Condition 12]

	Raw Materials	Finished Products	Waste
Road			
Rail			
Other			

C13 When wood dust is moved offsite, do you fill vehicles directly from the arrestment plant?

[informs condition 5 & 12]

12]

Yes No

If yes, go to C14. If no, go to C15

C14 Do vehicles have *(tick all that apply)*

- a) Side windows
- b) Overfilling alarms

C15 Do you have environmental management procedures and policy?

[informs condition 3, 15 & 16]

Yes No

D ANYTHING ELSE

Please tell us anything else you would like us to take account of:

Document Reference Number: _____

E FEES AND CHARGES

E1 For details of how to calculate the application fee, please consult the appropriate charging scheme via the Defra website. Your application cannot be processed unless the application fee is correct and enclosed.

Please state the amount enclosed as an application fee for the installation:

£ _____

Cheques should be made payable to Chelmsford City Council

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

Please give any company purchase order numbers or other reference you wish to be used in relation to this fee:

E2 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.

Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges:

Postcode: _____ Telephone: _____

F COMMERCIAL CONFIDENTIALITY

F1 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

If yes, please provide full justification, considering the definition of commercial confidentiality within the EP regulation.

Document Reference: _____

When providing information you should ensure that any information which you consider is commercially confidential is readily identifiable. It may assist the Council if any information you wish to be excluded from publication is submitted in a way which will allow it to be easily removed should your claim be granted. For example on separate pages marked "claimed confidential".

F2 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

Document Reference: _____

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.

G 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,
- Make sure that 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 38 of the EP 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).

H DECLARATION A & B FOR SIGNING

These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.

Declaration A: Previous Offences (delete whichever is not applicable)

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 EP 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: _____

DECLARATION B: 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.

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.*