



## APPLICATION FORM FOR A PART B PERMIT FOR AN ANIMAL FEED COMPOUNDING PROCESS

### 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 an animal feed compounding process 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/uksi/2016/1154/pdfs/ukxi\\_20161154\\_en.pdf](http://www.legislation.gov.uk/uksi/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](mailto: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**

\_\_\_\_\_

**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**

**B1 Are you a manufacturer who produces compound animal feed?**

Yes  No

**B2 Why is the application being made?**

New Installation

Change to existing installation means it now needs a permit

**B3 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: \_\_\_\_\_

**B4** Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation?

- 2km - where the installation which includes Part B combustion or incineration (not crematoria)

Yes  No

- 0.5km for all other Part B activities

Yes  No

If yes, is the installation likely to have a significant effect on the special scientific interest or European protected sites?

Yes  No

If yes, 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)

Document Reference Number: \_\_\_\_\_

**B8** 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: \_\_\_\_\_

If yes, 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 extract odorous air from any part of your process and pass it through odour abatement plant? [informs condition 1, 3, 4, 7, 11 & Table 1]

Yes  No

If "no", go to C5.

If "yes", what kind of odour abatement plant is it? *(Tick all that apply)*

- a) Thermal oxidiser
- b) Chemical scrubber
- c) Bio-bed
- d) Bio-scrubber
- e) Other – please specify \_\_\_\_\_

C2 Is a condenser fitted before the odour treatment? [informs BAT]

Yes  No

C3 If you have scrubbing equipment, is a mist eliminator fitted? [informs BAT]

Yes  No

C4 Do you use any odour masking agents or counteractants at your site? [informs BAT]

Yes  No

C5 Please list which of your process tanks/vessels have ventilation to maintain an adequate negative pressure, or alternatively, which have no such ventilation, whichever is the shorter list: [informs condition 5]

- |          |          |          |          |
|----------|----------|----------|----------|
| a) _____ | d) _____ | g) _____ | j) _____ |
| b) _____ | e) _____ | h) _____ | k) _____ |
| c) _____ | f) _____ | i) _____ | l) _____ |

C6 Please indicate the range of storage facilities used on site to store dusty materials: *(tick all that apply)*

[informs condition 8, 9, 10]

- a) Silo
- b) Bulk storage tank
- c) In fully enclosed containers/packaging
- d) Other – please specify \_\_\_\_\_

C7 Do you have pneumatic loading/unloading for any dusty raw materials?

[informs condition 8]

Yes  No

If "no", please go to C9.

If "yes", will displaced air from pneumatic loading and unloading be:  
*(Tick all that apply)*

- a) Vented to abatement plant
- b) Beck vented to the deliver tanker
- c) Other – please specify \_\_\_\_\_

Does pneumatic transfer automatically stop for:

[informs condition 8]

- a) Over-filling? Yes  No
- b) Over pressurisation? Yes  No

If no, are any silos new since 1<sup>st</sup> August 2006?

[informs condition 8]

Yes  No

Do you have alarms to warn of overfilling?

[informs condition 8]

Yes  No

C8 Please list the identification numbers for all storage vessels with pneumatic loading/unloading for dusty materials:

[informs condition 8]

- a) \_\_\_\_\_ b) \_\_\_\_\_ c) \_\_\_\_\_
- d) \_\_\_\_\_ e) \_\_\_\_\_ f) \_\_\_\_\_
- g) \_\_\_\_\_ h) \_\_\_\_\_ i) \_\_\_\_\_



**C9 How are dusty materials transferred/conveyed around site (external transfer)?**  
(Tick all that apply) [informs condition 9, 10]

- a) Fully enclosed belt conveyors
- b) Fully enclosed pneumatic transfer
- c) Full enclosed containers/packaging transported by vehicle/forklift
- d) Unenclosed/uncontained transport by vehicle/forklift
- e) Other – please specify \_\_\_\_\_

**C10 Does your installation have particulate abatement equipment, with external discharge points, not serving silos or dryers with an airflow of:**  
(Tick all that apply) [informs condition 11, 12, Table 1]

Yes  No

- a) Over 100m<sup>3</sup>/minute Yes  No
- b) Under 100m<sup>3</sup>/minute Yes  No

**If yes, what kind of abatement equipment is in place?**

- a) Wet scrubber
- b) Bag filtration plant (not a series with cyclones)
- c) Cyclones prior to bag filtration
- d) Cyclones without bag filtration
- e) Other – please specify \_\_\_\_\_

**C11 Do you have continuous monitors to show compliance with a limit/provision in Table 1 of the simple permit?**

[informs condition 11, 12, Table 1]

Yes  No

**If no go to C13.**

**If yes, do the continuous emissions monitors have alarms?**

Yes  No

**If no go to C13**

**If yes, are the alarms:**

- a) Visible
- b) Audible
- c) Interlocked to shut down the process

d) Alarm activation recorded automatically

e) Is trigger level set? Yes  No

If so, at what percentage of the emission limit is the value set? \_\_\_\_\_ %

**C12 Have you undertaken isokinetic sampling at least once to demonstrate compliance with the numerical limit in Table 1?**

Yes  No

**C13 Will your process produce any dusty waste?** [informs conditions 9, 10]

Yes  No

If no, go to C19.

If yes, will any dusty materials/dusty waste be stored externally?

Yes  No

**C14 If yes, what facilities will be provided to store dusty waste externally?**  
(Tick all that apply)

a) Silos

b) Covered storage area for bagged dusty materials

c) Lidded containment for loose dust

Please describe how loose dust is transferred from the source of loose dust to the storage area for loose dust:

\_\_\_\_\_

d) Other, please specify: \_\_\_\_\_

**C15 Do you have an odour response procedure (or plan)?** [informs conditions 1,18,19]

Yes  No

**C16 Do you have environmental management procedures and policy?**  
[informs conditions 1,18,19]

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.*