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**The Pollution Prevention and Control (Scotland) Regulations 2012**

**Application for an authorisation: medium combustion plant (1-20MW)**

For information on accessing this document in an alternative format or language please contact SEPA by email at [equalities@sepa.org.uk](mailto:equalities@sepa.org.uk)

If you are a user of British Sign Language (BSL) the Contact Scotland BSL service gives you access to an online interpreter enabling you to communicate with us using sign language: <http://contactscotland-bsl.org/>

# How we use your personal information

Under the Data Protection Act 2018 (DPA 2018), we must have a legal basis for processing your information – in this case, processing personal information is necessary to perform our statutory duties (‘Public Task’).

Some of the ways in which we collect and use the information may be through:

* granting and administering authorisations and maintaining registers
* investigating environmental complaints
* undertaking formal enforcement action
* maintaining our own accounts and records

The personal information we collect and use may include the following: name; address, including postcode; email address and telephone number. SEPA is required, by law, to organise and maintain public registers, and make these registers available for public inspection. We do this by collecting and using the personal information that applicants (or their agents) share in their applications. After the application form has been processed, some of the information from the form is added to the public register and becomes available for public inspection. Signatures, personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g., for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the SEPA Data Protection Policy.

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at <https://www.sepa.org.uk/help/privacy-policy/>

# Who should use this application form

Use this form to apply for an authorisation to operate medium combustion plant with a net rated thermal input of 1-20 megawatts (MW). The form can be used to apply for:

* “existing” plant - plant put into operation before 20 December 2018.

Note: for standalone plant **only** (not plant on existing authorised PPC installations); and

* “new” plant - plant put into operation after 20 December 2018

You can apply for an authorisation to cover multiple plant of 1-20MW operated by the same person on the same site, provided the total net rated thermal input is less than 50 MW.

# Before you apply

Please ensure you have read the guidance at the end of this form fully before completing and submitting your application.

You must answer all questions in this form - failure to do so will result in your application being refused.

You must submit the correct application fee with your form. Information on the required fee is available on our medium combustion plant (MCP) [webpage](https://www.sepa.org.uk/regulations/pollution-prevention-and-control/medium-combustion-plant/).

# Where to apply

Please return this form together with all supporting information and [correct payment](#_Section_9_), by e-mail to [registry@sepa.org.uk](mailto:registry@sepa.org.uk) or to the following address:

SEPA

Angus Smith Building

6 Parklands Avenue

Motherwell

ML1 4WQ

For any queries, please contact [MCPEnquiries@sepa.org.uk](mailto:MCPEnquiries@sepa.org.uk).

# After you apply

You will receive confirmation that we have received your application.

Section 1 About the applicant

The applicant should be the person who will have control over the medium combustion plant and be in a position to ensure it is operated in accordance with the conditions of the authorisation. If the application is granted, they will be referred to as “the Authorised Person” in the authorisation. Please tick one of the following options and provide the required details:

|  |  |  |
| --- | --- | --- |
|  | Individual |  |
|  | Name |  |
|  | Date of birth |  |
|  | Trading name (if applicable) |  |
|  | Business address including postcode |  |
|  | Phone number |  |
|  | Email address |  |
| Partnership |  |
|  | Name of partnership |  |
|  | Principal office address including postcode |  |
|  | Phone number |  |
|  | Email address |  |
|  | Evidence of partnership e.g partnership agreement |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Company or corporate body |  | |
|  | Company or corporate body name |  | |
|  | Registration number (for a company) |  | |
|  | Registered/Principal office address including postcode |  | |
|  | Phone number |  | |
|  | Email address |  | |
|  | Is the company a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006? | Yes | No |
|  | Name of ultimate holding company |  | |
|  | Ultimate holding company registration number |  | |
|  | Ultimate holding company registered address |  | |

# Section 2 Authorised contact

You may wish to authorise a third party to deal with any queries we may have in relation to your application. This could be an agent or consultant. If you have done this, please provide their details below:

|  |  |
| --- | --- |
| Name |  |
| Company (if different to the applicant) |  |
| Position |  |
| Address including postcode |  |
| Email |  |
| Phone number |  |

# Section 3 Give details of any existing MCP permit(s)

# Please give details of any current MCP permits.

|  |  |
| --- | --- |
| Permit number(s) and type(s) |  |
|  |

# Section 4 Medium combustion plant location

## 4.1 Details of MCP location

|  |  |
| --- | --- |
| Name of location |  |
| Address including postcode |  |

## 4.2 Location

Provide the 10 character (2 letters, 8 digits) Ordnance Survey National Grid Reference for location of the medium combustion plant, e.g.  SJ 1234 5678

You can use our [SEPA NGR Tool](https://map.sepa.org.uk/ngrtool/)

|  |  |
| --- | --- |
| National Grid Reference |  |

**4.3 NACE code**

Provide the NACE code applicable to the plant/s.

|  |  |
| --- | --- |
| NACE code |  |

# Section 5 Medium combustion plant details

## 5.1 Details of medium combustion plant(s).

## Each plant must be listed separately – for additional plant use a separate sheet.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plant no.** | **Manufacturer, make, model** | **Type of plant** | **Date started operating** | **Expected annual operating hours** | **Average load in use** | **Rated Thermal Input (MW)** | **Fuels used** | **Thermal input of each fuel if mixed (MW)** | **Secondary abatement equipment in use?** |
| **(1,2,3 etc)** |  |  |  |  |  |  |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  | Yes No |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  | Yes No |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  | Yes No |

# Section 6 Derogations

|  |  |  |
| --- | --- | --- |
| Are you registering any plant that will operate for <500 hours per year? | Yes | No |
| Are you applying for a plant which are subject to [derogated ELVs](https://www.sepa.org.uk/regulations/pollution-prevention-and-control/medium-combustion-plant/#Exclusions) (exempted plant)? | Yes | No |
| If yes, please provide details: |  | |

**Section 7**  **Habitats Regulations assessment**

Please use the [Proximity Screening tool](https://www.apis.ac.uk/MCP-screening-tool) carry out a Habitats Regulations assessment. If relevant ecological receptors are found within the screening distance, the website will direct you to carry our further assessment using the [SCAIL Combustion screening tool](https://www.scail.ceh.ac.uk/cgi-bin/combustion/input.pl). Full instructions are available with the online tools.

|  |  |  |
| --- | --- | --- |
| Have you completed the Proximity Screening tool? | Yes | No |
| Is the pdf from the tool included with your application? | Yes | No |
| Were relevant ecological receptors found? | Yes | No |
| If yes, have you included the required SCAIL and Proximity tool files with your application? | Yes | No |

We need the following information to assess against The Conservation (Natural Habitats, &c.) Regulations 1994 (the Habitats Regulations).

For each stack, provide:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Plant**  **No. (as per Table in Section 4)** | **Grid reference** | **Inner diameter (m)** | **Gas temp (ºC)** | **Gas velocity**  **(m/sec)** | **¹SO2 emission rate**    **​​Choose an item.​** | **NOx emission rate**    **​​Choose an item.​** | **Stack height (metres)** | |
| **Above ground** | **Above roof ridge** |
|  |  |  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  |  |  | Choose an item. | Choose an item. |  |  |
|  |  |  |  |  | Choose an item. | Choose an item. |  |  |

¹For natural gas, gas oil and biomass, assume that SO2 emissions are 0 (zero)

# Section 8 Aggregation details

If you are applying to authorise two or more **new** MCPs, these can be combined to be considered a single plant where the waste gases are discharged through a common discharge point e.g. a stack. This can help improve dispersion.

|  |  |  |  |
| --- | --- | --- | --- |
| Do you intend to discharge waste gases through a common stack? | Yes | No | |
| Submit map showing location of each MCP and all discharge points e.g. stacks: | Map of MCPs submitted? | Yes | No |
| If you do not intend to aggregate new MCPs, please submit technical and economic justification explaining why it’s not feasible to discharge through a common stack: | Justification for not aggregating submitted? | Yes | No |

# Section 9 **Directly associated activities**

A directly associated activity (DAA) is any activity that has a technical connection to the main activity and has the potential to cause an effect on pollution i.e. could emit odour, dust or smoke, etc.

More advice on what is a DAA can be found in SEPA’s guidance [IED-PPC-TG4 Guide for Part A Activities](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf) (Annex 2 is also relevant to part B including MCP activities)

|  |  |  |
| --- | --- | --- |
| Are there any directly associated activities taking place at your site?  Note: only include activities relating to emissions to air. | Yes | No |
| List the directly associated activities taking place: |  | |

# **Section 10 Monitoring – existing plant only**

Emissions monitoring of sulphur dioxide (SO2), oxides of nitrogen (NOx) and dust may be carried out for existing plant up to 2 years in advance of applying for a permit.

|  |  |  |  |
| --- | --- | --- | --- |
| Have you carried out emissions monitoring? | Yes | No | |
| If yes, please provide a copy of the emissions monitoring results. | Results of emissions monitoring included: | Yes | No |

## Section 11 Declaration

|  |  |
| --- | --- |
| **Declaration (\*delete as appropriate)** | |
| \***I am the applicant**/**I am authorised** to submit this application on behalf of the applicant  \***I apply/The applicant applies** for an authorisation in respect of the particulars contained in this application (including any supporting documentation that has been supplied)  \***I/We** certify that the information contained in this application is correct. **Note:** knowingly or recklessly submitting false or misleading information is an offence.  \***I/We** confirm that any person whose personal information is included in this application has been made aware of the Statement headed [***How we use your personal information – Data Protection Act 2018 (‘DPA 2018’)***](#_How_we_use)and SEPA’s General Privacy Policy. | |
| Name of person submitting application |  |
| On behalf of (insert name of applicant - if applicable) |  |
| Position of applicant (e.g, director, secretary, authorised signatory) |  |
| Date |  |

# Section 12 Fees

**12.1 Application and subsistence fees**

Your application must be accompanied by the correct fee.

If your authorisation is granted, you will also need to pay an annual charge (subsistence fee). Please refer to our MCP [webpage](https://www.sepa.org.uk/regulations/pollution-prevention-and-control/medium-combustion-plant/) for details of application and subsistence fees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Payment Method:** | | | |
| BACS  Proof of payment must be submitted. | Sort Code | 83 34 00 | |
| A/C number | 00137187 | |
| A/C Name | SEPA | |
| Proof of payment submitted: | Yes | No |
| Proof of payment reference: |  | |
| Online Card Payment  Proof of payment must be submitted. | Proof of payment submitted: | Yes | No |
| Proof of payment reference: |  | |
| Cheque | Payable to SEPA and submitted with your application | | |

## 12.2 Invoice details

## This is the address that subsistence charge invoices should be directed to.

|  |  |
| --- | --- |
| Name, position |  |
| Address including postcode |  |
| Phone number |  |
| Email |  |

# Section 13 Commercial confidentiality and national security

Further information on commercial confidentiality and national security is available in our [Part A guide](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf). The relevant sections also apply to Part B activities.

|  |  |  |  |
| --- | --- | --- | --- |
| 13.1 | Is there any information in your application that you believe should be kept from the public register on the grounds of commercial confidentiality?  If ‘yes’, please provide full details and justification in a separate document. | Yes | No |

|  |  |  |  |
| --- | --- | --- | --- |
| 13.2 | Is there any information in your application that you believe should be kept from the public register on the grounds of national security? | Yes | No |
|  | If ‘yes’, please:   * provide full information on a separate sheet which is clearly marked as National Security; * notify the Scottish Ministers to advise them of your concern; * do not write anything about national security on this form, or give reference numbers to the relevant information/documents submitted. | | |

# Guidance on completion of form

**4.3: NACE (**Nomenclature des Activités Économiques dans la Communauté Européenne) is the name given to the European system for categorising businesses for statistical purposes. The SIC (Standard Industry Classification) system is used for classifying business activities in the UK, and it correlates to and is developed in conjunction with the European Union's system. There are a number of NACE search facilities that can be found via online search engines such as that given by Companies House <http://resources.companieshouse.gov.uk/sic/>. It is the nature of the main business served by the plant that is of interest. Some examples are given below:

farm 0150

office 8211 or 7010

hotel 5510

primary school 8520

**5.1:**  **Details of medium combustion plant**

Expected annual operating hours – please be as accurate as possible. If you have ticked ‘yes’ in Schedule 5 to indicate your plant will operate for <500 hours, put <500 hours here.

Average load in use - we need to know the average rate (load) the plant operates at when it is running. This should be expressed as a percentage of the plant maximum capacity. For a replacement plant this information can be based on the historic operation of the plant it is replacing. Estimates can be based on the total energy supplied (or fuel used), the plant capacity and the number of hours of actual operation. An average figure for the last 2–3 years should be provided. For a completely new plant, this figure should be based on the design criteria of the plant and will necessarily be an estimate. In some cases, if the plant is controlled by temperature thermostats and only operates in on/off modes, this figure is likely to be 100%.

Rated thermal input – the rate at which fuel can be burned at the maximum continuous rating of the appliance multiplied by the net calorific value of the fuel and expressed as megawatts thermal (MW) – NB NOT electrical output.

Date of start of operation – actual or intended. For a combustion plant, this is defined as “when any fuel is first fed and burned in the main combustion unit”. Please refer to SEPA’s [Part A practical guide](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf) for further information on the meaning of ‘operation’.

Fuels used – where more than one fuel is being used (dual fuel plant), please add in a separate line. If more than one fuel is being used at the same time you must supply the thermal input of each fuel.

**Schedule 6:** **Derogations**

Some plant is exempted from compliance with ELVs (sometimes on a time-limited basis). These include:

* plant operating under a certain number of hours;
* use of biomass;
* plant serving a public District Heating Network.

Please check the list, which is available here: [**exclusions detailed in Article 2(3)) of the MCP Directive**](https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32015L2193&from=EN)

**Hours of operation**: By ticking the box you are declaring that your plant will operate for less than 500 hours per year i.e. it is standby plant. You still need an authorisation but there will be no emission limits (ELVs) imposed on your plant unless you are using solid fuel. You will still need sampling points to measure carbon monoxide (CO) emissions and to record the number of hours that you operate (to the nearest hour) - we may ask to see evidence of this. The 500 hours is calculated on a 3-year rolling average for new plant and 5-year for existing plant (no maximum hours per year). On this basis you can operate your new plant for 1500 hours in one year but would not be permitted to operate the plant for the following 2 years (calculated pro-rata for existing plant). It is the plant that must operate <500 hours, this is not dependent on the type of fuel that you use. If you tick this box then in Q2.1 for “expected operating hours”, please enter <500.

**Section 7: Habitats regulations assessment**

You should carry out a simple screen using the proximity tool and if directed, carry out additional screening using the SCAIL combustion tool.

Screening will check for designated nature conservation sites. The process contributions (PC) of NOX, SO2, acid deposition and nitrogen deposition arising from the combustion plant will be assessed using the screening tools.

You may need to carry out additional measures if the plant is likely to adversely affect a designated nature conservation site. Additional modelling may be needed, and/or a change in process for example reducing operating hours or raising the stack to mitigate possible impacts.

Please note that the MWth to enter into the Proximity Tool is the aggregated capacity i.e. adding all plant capacities together.