

Form PPC1 Part A : Application for a permit, variation, transfer or surrender

FOR SEPA USE ONLY	Date Received	Fee Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount	Name Assigned to Installation	Application Reference
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**APPLICATION FORM FOR A NEW PERMIT/SUBSTANTIAL
CHANGE/TRANSFER/SURRENDER FOR A "PART A" ACTIVITY UNDER
THE POLLUTION PREVENTION AND CONTROL (SCOTLAND)
REGULATIONS 2012**

**PLEASE SEND TO THE REGISTRAR AT THE
APPROPRIATE AREA OFFICE:**

SEPA
Aberdeen Office
Inverdee House
Baxter Street
Torry
ABERDEEN
AB11 9QA

Tel: 01224 266600
Fax: 01224 896657

SEPA
Dingwall Office
Fodderty Way
Dingwall Business Park
DINGWALL
IV15 9XB

Tel: 01349 862021
Fax: 01349 863987

SEPA
Angus Smith Building
6 Parklands Avenue
Eurocentral
Holytown
NORTH LANARKSHIRE
ML1 4WQ

Tel: 01698 839000
Fax: 01698 738155

Introduction to Part A

When to use this form

Use this form if you are sending an application to the Scottish Environment Protection Agency (SEPA) under the Pollution Prevention and Control (Scotland) Regulations 2012 ("the PPC Regulations").

This form is to be used for applications made in respect of both 'installations' and 'mobile plant' (and in the rest of the form, the term 'installation' also covers 'mobile plant' where appropriate).

Why SEPA requires this information

The information provided in these forms will be used to determine your application. It will also be used to set appropriate limits on your operation, and it is in your interests to ensure that you answer each question as fully as possible.

Before you start to fill in this form

Please read the notes we have produced to help you with your application, called *Part A Installations: Guide for Applicants*. You will also need to read the relevant Technical Guidance to which the Guide refers.

The Guide 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 we use.

In particular, you should make sure that you refer to the explanation of 'installation' in the Guide. For example, there may be two or more operators in a single installation. Each operator will need a permit, each obtained by a separate application. Your applications will principally relate to the part of the installation under your control, but will also need to include some information on the rest of the installation. This will help us to assess the operation of the whole installation. The term 'installation', when used in this application form (and elsewhere) may refer to either the whole or part of the installation, depending on the nature of the information we are seeking to obtain.

Which parts of the form to fill in?

The form is in six parts but we usually only send you the parts you need to fill in. **Everyone has to fill in Part A, and complete and sign Part F at the end of their application.**

The other parts you need to fill in depend on the type of application you are making:

- To apply for a **new permit** – fill in **Parts A and B then Part F**,
- To **vary and existing permit** – fill in **Parts A and C then Part F**,
- To **transfer all or part of an existing permit to someone else** – fill in **Parts A and D then Part F**. *This should be a joint application by the transferor and the transferee,*
- To **surrender all or part of an existing permit** – fill in **Parts A and E then Part F**.

Operators of incineration and co-incineration plant that are submitting applications for plant that is subject to Chapter 4 of IED should

- Ensure the information detailed in the Supplementary Guidance is included; and
- Note that for a relevant waste activity as defined in Regulation 48 there is no requirement to answer question B1.3 (site report) and B2.12 (satisfactory site condition).

Other documents we need to see

There are a number of other documents you will need to send us with your application. Each time a request for documents 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 box provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and either the application reference number (if you have one, it is at the top right of this page) or your existing permit number. If you do not have either of these, please use the name of the installation.

Using continuation sheets

In the case of questions required to be answered 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

For a **permit application** please send the original and **10** copies of the form and all other supporting material.

For a **variation application** please send the original and **2** copies of the form and all other supporting material. Further copies will be requested if the variation would qualify under paragraph 4 of Schedule 7 of the regulations.

For a **transfer or surrender applications** please send the original and **2** copies of the form and all other supporting material. Further copies will be requested if SEPA believes they are required by the regulations.

If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us if you need any advice on how to set out the information we need.

Please get in touch with your local SEPA office.

A1 About your Application

A1.1 What type of application are you making

New permit:	
Variation of an existing permit:	
Transfer of an existing permit:	
Surrender of an existing permit:	

A1.2 Name of the Installation

A1.3 Please give the address of the site of the installation.

Address:	
Postcode:	

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

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A1.4 Give details of any existing permit(s) for the installation

Please give the current PPC permit number. If you do not have one, give details of any applicable IPC authorisation, APC authorisations, Groundwater Regulations authorisations, waste management licences or water discharge consents.

Permit number(s) and type(s):

A1.5 Do you consider that the installation meets the criteria for a "low impact installation" as defined by SEPA

(Please note that this definition does not apply to installations containing activities that are defined in the PPC Regulations by reference to a numerical threshold).

NO YES

Have you included the written confirmation from SEPA that you are a low impact installation?

NO YES

Letter Reference Number:

A2 Authorised Contact

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 your behalf.

A2.1 Who can we contact about your application?

This could be an agent rather than the operator.

Name:			
Position:			
Address:			
Postcode:			
Tel No:		Fax No:	
E-Mail:			

A3 About the Operator

Please provide the information requested below about the operator, which means:

- For applications for a new permit – the person who it is proposed will have control over the installation in accordance with the permit (if granted),
- For applications for a variation, transfer or surrender – the person who currently has control over the installation in accordance with the permit.

If you are applying for a transfer, we will ask for more information relating to the proposed new operator (transferee) in Part D.

Legal Status of Operator

A3.1 Is the operator an individual, a group of individuals, a partnership or a company/corporate body?

Individual (sole trader) or group of individuals go to question A3.2	
Partnership go to question A3.3	
Company or corporate body go to question A3.5	

Individual Applicants

A3.2 Please give us the following details.

Where more than one person is applying (other than as a partnership) we need details of each person. *Continue on separate sheets if necessary.*

Full Name:	
Date of birth:	
Trading/business name (if any):	
Business Address:	
Postcode:	
Phone Number:	
E-Mail Address:	
Fax Number:	

Now go to question A4, What to do next.

Applications from Partnerships

A3.3 Who is applying?

We can issue permits to named individuals, and to a partnership name. However, we need details of each person in the partnership. (Continue on separate sheet if necessary)

Person

Full Name:	
Date of birth:	
Principal place of business:	
Business Address:	
Postcode:	
Phone Number:	
E-Mail Address:	
Fax Number:	

Person

Full Name:	
Date of birth:	
Principal place of business:	
Business Address:	
Postcode:	
Phone Number:	
E-Mail Address:	
Fax Number:	

Person

Full Name:	
Date of birth:	
Principal place of business:	
Business Address:	
Postcode:	
Phone Number:	
E-Mail Address:	
Fax Number:	

A3.4 Please give us the following details about the partnership.

Name of partnership (if there is one)	
Principal place of business:	
Business Address:	
Postcode:	
Phone Number:	
E-Mail Address:	
Fax Number:	

Now go to question A4, What to do next.

Companies or Other Corporate Applicants

A3.5 Please give us the following details.

Full name of company or corporate body:			
Trading / Business name (if different):			
Registered Office Address:			
Postcode:		E-Mail:	
Fax No:		Tel No:	
Principal Office Address (if different):			
Postcode:		E-Mail:	
Fax No:		Tel No:	
Company Registration Number:		Date of Formation of Company:	

Is this a new application or has there been a change in registered company details since the last application (associated with this installation) to SEPA?

NO YES

If YES please provide a copy of the certificate of incorporation and any certificates of subsequent name changes.

Reference Number for the Documents	
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For applications from other corporate bodies, *please provide evidence of status.*

Reference Number for the Documents	
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A3.6 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	
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Registered Office Address:			
Postcode:		E-Mail:	
Fax No:		Telephone No:	
Principal Office Address (if different):			
Postcode:		E-Mail:	
Fax No:		Tel No:	
Company Registration Number:		Date of Formation of Company:	

A4 What to do Next

Now you need to fill in the other Parts of this form we sent you.

If you are applying for

- A new permit – fill in Part B then go to Part F.
- A variation – fill in Part C then go to Part F.
- A transfer – fill in Part D then go to Part F.
- A surrender – fill in Part E then go to Part F.

As a result of Chapter 4 of IED the following additional information shall be supplied by the operator as part of the application

Category / Question	Additional Information Required
<u>Design & Operation</u>	
B2.2	Demonstration that the plant is designed equipped and will be maintained and operated in such a manner that the requirements of Chapter 4 of the Industrial Emissions Directive (IED) are met taking account of the categories of waste to be incinerated or co-incinerated.
B2.2	Plant capacity, categories of waste (according to the European Waste catalogue) to be treated in the plant including their quantities, systems for receiving, storing and handing of waste on site.
B2.2, B2.3 & B3	For co-incineration plants, provide the information on the process and their conventional fuels and emission predictions or measured emission values.
B2.3	Information on temperatures and residence time (including measurement and validation methods), waste feed interlock to stop waste feed when the temperatures are below the permitted levels, provision of auxiliary burners including the description of proposed auxiliary fuel.
B2.3	In the case of a request for derogation from the temperature or residence time requirements, provide justification for the proposal and its effect on the quality and quantity of residues produced and the emissions into air of TOC and CO.
B2.3 & B3	In the case of abnormal operating conditions show how dust emissions will be controlled to below 150 mg/m ³ .
B2.3 & B3	Information on the predicted emissions to air and water and show how the Directive's emission limits will be complied with at all times (e.g. by showing that there are enough operating margins between the predicted emissions and the ELVs).
B2.6, B2.7, B3 & B6.3	Information on methods and handling of waste waters on the site shall be provided to particularly show that storage areas have been designed in a way that will prevent the unauthorised and accidental release of any polluting substances into air, soil, surface water and ground water.
B3	Where an applicant is looking for a time-limited derogation from NO _x limits (as allowed by the regulations), a BAT justification for these higher limits must be provided.
B4.1	Details of stack height calculations, dispersion calculations and the environmental impact of the emissions from the plant to demonstrate that human health and the environment will be protected.
<u>Heat Recovery</u>	
B2.6, B2.7 & B2.8.1	Demonstration that heat generated during the incineration and co-incineration process is recovered with a high level of efficiency through the generation of heat, steam or power. This should be provided in the form of a Heat and Power Plan which shall contain as a minimum the information as specified in Annex 2 of the SEPA Thermal Treatment of Waste Guidelines as amended.
<u>Residues</u>	
B2.6 & B2.7	The quality (total organic carbon content and/or loss on ignition) and quantity of residues produced, handling and storage of these residues, proposals for minimising/recycling and disposal, and information on the chemical constituents of the residues.
<u>Monitoring</u>	
B2.11	Details of the monitoring techniques that will be employed to meet the requirements of the regulations. In particular, confirmation that CEN standards will be applied where available and, when such standards are not available, that ISO or national or international standards will be used (subject to the agreement of SEPA).
B2.11	Details of the monitoring points and the monitoring equipment to be used, especially the continuous monitors (CEMs). In the case of a plant already in operation, confirm that all CEMs will have been fully commissioned and operational by the date on which the regulations apply (e.g. 28 December 2005 for existing plants). They will also need to show that the CEMs have been calibrated to CEN standards by the above date.