

**APPLICATION FORM FOR A PERMIT**

**FOR NEW MEDIUM COMBUSTION PLANT (MCP) of 1–20 MW**

**UNDER THE POLLUTION PREVENTION AND CONTROL (SCOTLAND) REGULATIONS 2012**

**Data Protection**

The Scottish Environment Protection Agency is responsible for maintaining and improving the environment and regulating environmental emissions. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Scottish Environment Protection Agency to deal with your application, monitor compliance with the licence/permit/registration conditions, to process renewals, and for maintaining the relevant public register(s). We are required to place information relating to this application and subsequent permit on a public register which includes via the internet

We may also process and/or disclose it in connection with the following:

Offering/providing you with our literature/services relating to environmental affairs

Consulting with the public, public bodies and other organisations on environmental issues

(e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Government )

Carrying out statistical analysis, research and development on environmental issues

Providing public register information to enquirers

Investigating possible breaches of environmental law and taking any resulting action

Preventing breaches of environmental law

Assessing customer service satisfaction and improving our service

We may pass it on to our agents/representatives to do these things on our behalf.

It should be noted that requests for Date of Birth are for identification purposes only.

Any personal data that you have been asked to provide on this form and as part of this application process will be held and processed in accordance with SEPA’s [Privacy Policy](https://www.sepa.org.uk/help/privacy-policy/)

**You should ensure that any persons named on this form are informed of the contents of this Data Protection Notice.**

**Section 1 – Application and Charges**

A fee is required for this new permit application and you will also require to pay a subsistence charge for which you will be billed annually. Should the operator of this medium combustion plant change, the operator must apply to SEPA for a transfer of the permit. Should the medium combustion plant close, the operator must inform SEPA in order that the permit can be surrendered, and the annual subsistence charging cease.

**Payment Methods:**

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| --- | --- | --- | --- | --- | --- | --- |
| **Payment Methods** | | | | | | |
| **Please ensure you submit the correct fee for your application. This fee is reviewed every year. For latest fees please consult the latest Environmental Regulation (Scotland) Charging Scheme on the SEPA website (**[**www.sepa.org.uk**](http://www.sepa.org.uk) **and search for ‘charging schemes and summary charging booklets’) or contact your local SEPA office or** [**ppc@sepa.org.uk**](mailto:ppc@sepa.org.uk) | | | | | | |
|  | **BACS** | **Sort Code:** | **83-34-00** | **IMPORTANT! When paying by BACS or direct transfer you MUST submit the Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the correct Remittance Advice/Proof of Payment, as SEPA cannot process your application without this.** | | |
| **A/C number:** | **00137187** |
|  | **Cheque** | **Make all cheques payable to ‘SEPA’ and submit with your application** | | | | |
|  | **Credit/Debit Card** | **Payment is accepted by all major credit/debit cards. Please include payment contact details below so that we can take payment securely:** | | | | |
| **Contact:** | | **Name:** |  | | **Tel:** |  |

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| --- | --- | --- |
| **SEPA charging scheme ref no** | **Legal description** | **Application charge** |
|  |  |  |

**The application can be printed and posted to one of the addresses below or scanned and submitted by email to** [**ppc@sepa.org.uk**](mailto:ppc@sepa.org.uk)**. Original signatures must be used – not typed in**

**Registry Offices:**

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

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

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

**Section 2 - Information Required for a Medium Combustion Plant 1–20 MW Permit**

This application form is for a permit for new medium combustion plant 1–20 MW as described in section 1.1(d) of the Pollution Prevention and Control (Scotland) Regulations 2012 as amended by the Pollution Prevention and Control (Scotland) Amendment Regulations 2017 , including plant intended to operate less than 500 hours per annum.

The information in this form will be used to determine your application. It will also be used to set appropriate limits on emissions from your plant.

Before completing the form please read our guidance below which will explain the terms used.

**ONLY USE THIS FORM IF THE FOLLOWING APPLIES:**

* You are applying for a permit for your new medium combustion plant 1–20 MW
* The plant is not being operated on a site considered to be a “permitted installation” (see below)
* You do not wish to claim that information contained in this form is commercially confidential or subject to national security. If this is not the case please contact us to discuss

**Guidance on completion of form and interpretation of terms**

*If you have any questions about the completion of this form please contact us* [*ppc@sepa.org.uk*](mailto:ppc@sepa.org.uk)

Q# below refer to questions as numbered in the application form.

**New medium combustion plant** – plant of 1-20 megawatts (MW) net rated thermal input that is put into operation after 20 December 2018 (see below for further explanantion)

**Permitted installation** – an installation that has a permit issued under the Pollution Prevention and Control (Scotland) Regulations 2012 – Part A or Part B

Q5. **NACE (**Nomenclature des Activités Économiques dans la Communauté Européenne) is the name given to the European system for categorizing 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

Q9.

**Standby plant**. By ticking the box in this question you are declaring that your plant will operate for less than 500 hours per year. You still need a permit but there will be no emission limits (ELVs) imposed on your plant. You will need to record the number of hours that you operate (to the nearest hour) and we may ask to see evidence of this. The 500 hours is calculated on a 3 year rolling average i.e. an average over 3 years (no maximum hours per year). On this basis you can operate your plant for 1500 hours in one year but would not be permitted to operate the plant for the following 2 years. 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 Q10 for “expected operating hours”, please enter <500.

Q 10.

**Manufacturer, make and model number** – please give as much detail as you can

**Serial number** – please provide

**Expected annual operating hours** – please be as accurate as possible. If you have ticked the box in Q9 put <500 hours

**Average load in use** - for new plant this will necessarily be an estimate. We need to know the average rate (load) the plant operates at when it is running. This needs to be expressed as a percentage of the plant maximum capacity. For a replacement plant this information can be based on the historic duty of the plant it is replacing. Such estimates can be based on the total energy supplied (or fuel used), the plant capacity and the number of hours of actual operation. The figure needs to be expressed as a percentage. 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. 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. SEPA’s [Part A practical guide](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf) has discussion on the meaning of operation. For a combustion plant, this is defined as “when any fuel is first fed and burned in the main combustion unit”

**Type of plant** – please put **only one** of the following: diesel engine; gas turbine; dual fuel engine; other engine; other medium combustion plant

**Fuel type** – please put only one of the following: solid biomass; other solid fuel (describe); gas oil; liquid fuels other than gas oil; natural gas; gaseous fuels other than natural gas (describe). Where more than one fuel is being used (dual fuel), 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

Q11. You may have to carry out additional measures if the plant is likely to adversely affect a site protected by nature conservation legislation.

In Scotland, the Habitats Directive is translated into specific legal obligations by the [Conservation (Natural Habitats, &c.) Regulations 1994](http://www.legislation.gov.uk/uksi/1994/2716/contents/made) (as amended). This piece of legislation is usually known as the Habitats Regulations.

Nature Conservation (Scotland) Act 2004 covers Sites of Special Scientific Interest (SSSIs)

For Ramsar sites (wetlands of international importance) the Ramsar Convention provides the protection. The UK protects these sites by giving them SSSI designation so they are under the Nature Conservation (Scotland) Act; however UK and Scottish Government have issued policy statements that Ramsars have the same level of protection as Special Areas of Conservation (SACs) and Special Protection Areas (SPAs) in respect of new activities or developments that may affect site condition and integrity.

Please list all relevant protected nature conservation sites within the appropriate screening distance.

‘**relevant’** - SSSIs which are designated for biological or mixed features are relevant, as are all SACs and all SPAs. SSSIs which are designated purely for geological or earth science interest features can be ignored for this purpose.

**Screening base on distance** -

* If your stack height is 10m or above for plant capacity 1–9.9MWth and 20m or above for plant capacity 10MW–20MW, the screening distances in the table below will be used.
* If your stack is shorter than the values indicated then further assessment of the impacts on conservation sites is required based on screening of emissions as explained below
* If your stack is taller than the values indicated and there are no relevant conservation sites within the specified distances in the table below then you need not take any further action.
* If your stack is taller than the values indicated but there are relevant conservation sites within the specified distances in the table below, then further assessment of the impacts on conservation sites is required based on screening of emissions as explained below

SEPA will use the screening distance as the radius of search for designated nature conservation sites, with the combustion emission point at the centre of the screening radius.

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| --- | --- | --- | --- |
| Individual Plant Capacity  (MW) | Screening distance  (kilometres) | | Stack height  (metres) |
|  | Sulphurous  (all other fuel) | Non-sulphurous  (gas, gas oil, biomass) |  |
| ≤2 | 2 | 1 | ≥ 10 |
| ≤5 | 5 | 2 | ≥ 10 |
| ≤10 | 10 | 2 | ≥ 10 |
| ≤20 | 10 | 5 | ≥ 20 |

**Information sources**

<https://map.environment.gov.scot/sewebmap/>

Relevant map layers are:

* Sites of Special Scientific Interest (SSSI)
* Special Area of Conservation (SAC)
* Special Protection Areas (SPAs)

**Screening based on emissions**

For all designated nature conservation sites within the screening radius, process contributions (PC) of NOX, SO2, acid deposition and nitrogen deposition arising from the combustion plant must be estimated. [SCAIL Combustion](http://www.scail.ceh.ac.uk/) is a freely available, online tool which may be used for this purpose by entering simple parameters. Development work is in progress to improve the ease of use of SCAIL Combustion to enable applicants to conduct this step, however, until this is available please provide the information requested to enable SEPA officers to carry out this assessment.

For each stack listed in the table please include the source name and stack number.

Q12 Please specify the height of the stack above ground level and also the height above the roof line. Any roof ridges within 5L of the stack should be considered

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| **GENERAL QUESTIONS** |  |  | |
| **Q1. Quick Pay receipt number:** |  |  | |
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| **Q2. Medium Combustion Plant details:** | | | |
| **Name of medium combustion plant site** |  |  | |
| **Address** |  |  | |
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| **Postcode** |  |  | |
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| **Q3. Please supply Ordnance Survey national grid reference 10 characters for the medium combustion plant 1–20 MW location, e.g. SJ 1234 5678** | | |  |
|  | | |  |
| **Q4. Please identify the local authority area in which your medium combustion plant is located** | | |  |
|  | | |  |
| **Q5. Please identify the sector of activity of the medium combustion plant or the facility in which it is applied (NACE code)** | | |  |
|  | | |  |
| **Q6. Applicant contact/correspondence details – this is not necessarily the operator and should be the person with whom SEPA may discuss the application:** | | | |
| **Name** |  |  | |
| **Relationship with Operator** |  |  | |
| **Address** |  |  | |
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| **Telephone Number** |  |  | |
| **E-mail address** |  |  | |
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| **Q7. Please provide details of the address you wish invoices to be sent to:** | | |
| **Name** |  |  |
| **Address** |  |  |
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| **Postcode** |  |  |
| **Telephone Number** |  |  |

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| **Q8. What is the legal status of the operator? This is the person who has control over the medium combustion plant 1–20 MW and ensures that it is operated in accordance with the permit.** | | |
| **Individual or Group of Individuals** |  |  |
| **Partnership** |  |  |
| **Company or corporate body** |  |  |
| **For all individuals, groups of individuals or partnerships; please supply the following details:** | | |
| **Name** |  |  |
| **Date of Birth** |  |  |
| **Trading/Business/Partnership Name (if any)** |  |  |
| **Business Address & Postcode** |  |  |
| **Contact Telephone Number** |  |  |
| **E-mail Address** |  |  |
| **Principal Place of Business** |  |  |
| **For a company or corporate body, please supply the following details:** | | |
| **Full name of company or corporate body** |  |  |
| **Trading/business name (if different)** |  |  |
| **Registered office address & postcode** |  |  |
| **Principal office address (if different)** |  |  |
| **Company registration number** |  |  |
| **Date of company formation** |  |  |
| **Is the company a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?** | |  |  |
| **Name of ultimate holding company** |  |  |
| **Ultimate holding company registration number** |  |  |
| **Ultimate holding company registered address & postcode** |  |  |

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| **TECHNICAL QUESTIONS** | | | |
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| **Q9. Tick here if you are applying to register any plant that will not operate more than 500 hours per year. Please identify this plant in Q10** | | |  |
|  | | |  |
| **Q10. Please provide details of the medium combustion plant(s) including the manufacturer, name and model number, serial number, yearly operating hours, rated thermal input, date of start of operation, type of plant and type of fuel to be used. Each plant must be listed separately – for additional plant please use a separate sheet** | | | |
|  | | |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Manufacturer Make & Model** | **Serial Number** | **Expected Annual Operating Hours** | **Average Load in Use** | **Rated Thermal Input (MW)** | **Date of Start of Operation** | **Type of Plant** | **Fuel Type** | **Thermal input of each fuel if mixed** | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  | | | | |

**Q11 Input parameters for habitats regulations assessment**

For each stack, please provide the following:

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| **Plant reference (as in Q10)** | **Stack grid reference** | **Stack inner diameter (metres)** | **Stack gas temperature (ºC)** | **Stack gas velocity**  **(metres / second)** | **SO2 emission rate**  **(tonnes/year; kg/year; or grams/second)** | **NOx emission rate**  **(tonnes/year; kg/year; or grams/second)** |
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**Q12 Stack Height Please specify the height of the stack (chimney)**

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| Plant reference (as in the table in Q10 above) | Stack height (metres) | |
| Above ground | Above roof ridge |
|  |  | |
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| **SIGNATURE/S** | |
|  | |
| It is an offence under Regulation 67 of the Pollution Prevention and Control (Scotland) Regulations 2012 (as amended) to:   * make a material statement which you know to be false or misleading; or * recklessly make a material statement which is false or misleading   for the purposes of obtaining a permit (for yourself or anyone else) or seeking a variation or transfer of a permit.  If you make a false statement:   * We may prepare a report to the Procurator Fiscal who may prosecute you; and * If you are convicted, you may be liable to a fine or imprisonment, or both.   **Declaration**  \* I/we apply for a permit  \* I/we certify that the information (including supporting documentation \*I/we have supplied) in this application is correct.  (where question 9 is ticked) \*I/we declare that the appropriate medium combustion plant identified in question 10 will not operate more than 500 hours per year.  \* delete as appropriate  **Signature(s) of current operators**  Please note that **the operator must sign** the declaration, even if an agent is acting on their behalf. For groups of individuals or partnerships, all the persons should sign below. For a company or corporate body, an authorised person should sign below. | |
| **Signature/s:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |

**Please now return this form together with all supporting information and correct payment by e-mail or to the address as listed in Section 1 of this form. For any queries please contact** [**ppc@sepa.org.uk**](mailto:ppc@sepa.org.uk)

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| --- |
| **END OF FORM** |