



APPLICATION FOR A PERMIT – PART C INSTALLATION

Local Air Pollution Prevention and Control The Environment (NI) Order 2002 Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013

For Official Use Only		
Application Ref.	Officer Ref.	Date Received

INTRODUCTION

When to use this form

This regime is known as Local Air Pollution Prevention and Control, LAPPC. Installations permitted under this regime are known as Part C installations. Use this form if you are sending an application for a 'Part C' permit to a district council under the Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013 ("the PPC Regulations").

Before you start to fill in this form

Please read the general guidance manual issued for LAPPC by the Department of the Environment. 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 or Process Guidance note as relevant. The PPC Regulations can be obtained from The Stationary Office, or viewed on their website at: www.hmsso.gov.uk.

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 return to:

**Environmental Health Service Unit,
Lisburn & Castlereagh City Council
Island Civic Centre
The Island
Lisburn
BT27 4RL**

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. Please also mark the document(s) clearly with this reference number and the application reference number if you know it. If you do not have an application reference number, 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.

Copies

Please send the original and 3 copies of the form and all other supporting material, to assist consultation.

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 address given above if you need any advice on how to set out the information we need

SECTION A: Introduction

A1.1 Name of the installation

A1.2 Please give the address of the site of the installation

Postcode

Telephone

A1.3 Existing authorisations:

Please give details of any existing LAPPC or IPC authorisation for the installation, including reference number(s):

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)

A2.1 The Operator – 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

A2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of the Companies (Northern Ireland) Order 1986?

No

Yes *Please complete below*

Name of ultimate holding company _____

Registered office address

Postcode

Principal Office address (if different)

Postcode

Company registration number: _____

A3.1 Who can we contact about your application?

It will help is 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 _____

Fax number _____

E-mail address _____

B1 About the Installation

Please fill in the table below with details of all the current activities in operation at the whole installation.

In Column 1a *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the PPC Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In Column 1b *Directly associated activities*

Please identify any directly associated activities that are, or are proposed, to be carried out on the same site which:

- Have a technical connection with the activities in the stationary technical unit
- Could have an effect on pollution

In **column 2a and b Schedule 1 references**, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 1 of Schedule1 to the PPC Regulations. For example, *Manufacturing glass where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part C(b).

B1.1 Installation table for new permit application

COLUMN 1a	COLUMN 2a
Activities in the Stationary Technical Unit	Schedule 1 References
COLUMN 1b	COLUMN 2b
Directly associated activities	Schedule 1 References

B.1.2 Site Maps

Please provide:-

- A suitable map showing the location of the installation clearly defining extent of the installations in red

Doc Reference _____

- A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere

Doc Reference _____

B2 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 PPC Regulations are met.

B2.1 Describe the proposed installation and activities and identify the foreseeable emissions to air from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Doc Reference: _____

B2.2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following

- (i) Point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- (ii) Fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. E.g. Grams per hour, tonnes per year)

B2.3 For each emission identified from the installations' activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated

Doc Reference: _____

B2.4 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Doc Reference: _____

B2.5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc.). Include the details of any monitoring which has been carried out

which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Doc Reference: _____

B2.6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B3 Impact on the Environment

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area?)

Doc Reference: _____

B3.2 Are there any areas of special scientific interest (ASSIs) or European Sites which are within 2 kilometres of the installation?

No

Yes *Please give names of the sites*

B3.3 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations (Northern Ireland) 1995.

Doc Reference: _____

B4 Environmental Statements

B4.1 Has an environmental impact assessment been carried out under Council Directive 85/337/EEC, or for any other reason with respect to the installation?

No

Yes *Please supply a copy of the environmental impact assessment and details of any decisions made*

Doc Reference: _____

B5 Additional information

Please supply any additional information that you would like us to take account of in considering this application.

Doc Reference: _____

SECTION C: Fees and Charges, Information Handling, and Declaration

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1 Please state the amount enclosed as an application fee for this installation.

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

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Annual 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.

C2.1

Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Postcode: _____ Telephone: _____

C3 Commercial confidentiality

C3.1 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

Please provide full justification, considering the definition of commercial confidentiality within the PPC regulations.

Doc Reference _____

C3.2 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

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.

Doc Reference _____

C4 Data Protection

The information you give will be used by the City council 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,
- Investigate possible breaches of environmental law and take any resulting action,
- Prevent breaches of environmental law,
- 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 36 of the PPC 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 that 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).

C5 Declaration

C5.1 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 individual operators must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Installation name: _____

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.*

Your Personal Data:**What we need**

Lisburn & Castlereagh City Council is the 'Controller' of the personal data that you provide to us. This personal data is gathered for legal purposes in compliance with legislation enforced by Lisburn & Castlereagh City Council. We only collect basic personal data, this does not include any special types of information, it does however include name, address, email etc.

Why we need it

You are providing your personal data to the Council whose lawful basis for processing is for compliance with a legal obligation under legislation enforced by the Council. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we do with it

The personal data may be shared internally within the Council with staff who are involved in providing this service and, where necessary, between internal departments with the purpose of supporting an effective delivery of service. It may also be shared or disclosed to any other statutory body where the body has a legislative basis to request it. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the Lisburn & Castlereagh City Council to do so.

All personal data that we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers within the European Union. No 3rd parties have access to your personal data unless the law allows them to do so. We have a Data Protection regime in place to oversee the effective and secure processing of your personal data.

How long we keep it

We are required under UK law to keep your basic personal data (name, address, contact details) in line with the Council's Records Retention and Disposal Schedule.

What we would also like to do with it

We would however like to use your name and email address to provide you with promotional and educational communications. If you do not wish to receive promotional or educational communications please contact this Service Unit on 02892509250 or Env.Health@lisburncastlereagh.gov.uk

What are your rights?

If at any point you believe the information we process on you is incorrect you may request to see this information and even have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter. If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office (ICO). Our Data Protection Officer is Mr Banks who you can contact at

data.protection@lisburncastlereagh.gov.uk

Full details of can be found on the Lisburn & Castlereagh City Council website: www.lisburncastlereagh.gov.uk