



Notes to **help you fill** in the **application** for an Environmental Permit

The Pollution Prevention and Control Act 1999 and the subsequent Environmental Permitting Regulations 2010 require certain prescribed processes to be regulated by us, the Local Authority.

The aim of the regulation is to control emissions to air.

As your site comes under this regime you are required to apply for a permit to operate. These notes will assist in the completion of the application form.

Ensure you read the front page of the application form before completing it. There is some explanation of what information is required within the form and whether more than one copy of the application is required.

You are required to provide sufficient detail about the installation in order that your application can be properly considered. The questions below will assist you in providing the necessary information. You should ensure that a response to each question on the application form is provided. You may also wish to use manufacturer's information, in-house procedures or quality manuals to illustrate your answers – each should be referenced under the appropriate question in the application form.

The contact details of the person we should deal with in the application process should be included.

You must include the correct fee with your application or it can not be processed.

We may consult other relevant people or bodies on this application.

Should you have any questions or queries on filling out the form, please contact the Environmental Protection Group:

The Environmental Protection Group
Public Protection
South Lakeland House
Lowther Street
Kendal
Cumbria
LA9 4UD

Telephone: 01539 733 333

Email: publicprotection@southlakeland.gov.uk
www.southlakeland.gov.uk

The information supplied as part of this application will be used to issue the permit which will contain conditions to ensure the control of emissions to air. We will send you a draft permit to comment on before issuing the final document.

Should we have any queries or require further information, we will contact you.

Once the permit has been issued, regular visits will be carried out to inspect the site to ensure compliance with the conditions.

Checklist:

Have you included	Check
Full company / 'trading as' name	
Registered office address and company number	
Names, addresses & contact details	
OS national grid reference for the site	
Site maps with borders highlighted in red, site location, location of external emission points, storage etc.	
Correct fee	
Authorised signatures, dated	

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1. What activities take place on the site? What is the purpose of the installation? Provide a non-technical summary explaining this. Refer to Schedule 1 of the Environmental Permitting Regulations for process types and references (available on the Defra website <http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance>) to complete Table B1.1.

2. What is the extent of the installation boundary? You should submit a 1:1250 plan showing the site layout, boundary and adjacent properties, as well as the OS national grid reference of the location of the site.

3. Describe the activity in detail, stating the raw materials to be used together with any intermediate products, waste products and final products. Indicate the quantities of raw materials to be used and the throughput. A flow chart of the process may clarify. On the plan you provide show where activities are taking place.

4. How will raw materials, intermediate products, waste materials and the final products be stored? Indicate storage areas on the site plan.

5. What type of training is given to staff to allow them to carry out the work?

6. Is the activity a continuous operation? If not, what are the times of operation?

7. Which substances are released from the installation?

You should include in your answer the location and type of emission (marked on the site plan), quantities of each substance emitted and the description and height of the release point. If you have had any emission testing carried out you should submit the monitoring report.

8. What precautions are taken to prevent or minimise pollutant releases into air, including in the event of a breakdown of any of the plant?

You should include all steps / precautions taken in the process to prevent or minimise emissions as well as any key abatement equipment to be used (eg. scrubbing plant, filter plant etc). Where chimneys are to be used to disperse pollutants the chimney height should be stated together with the height of any adjacent buildings. A copy of any D1 calculation undertaken (HMIP Technical Guidance Note D1 - ISBN 0 11 752794 7) to calculate the correct chimney height for pollutant dispersal should be provided.

9. What are the consequences on the local environment of the release of the substance(s) mentioned in 7. above?

You should include whether you have historically caused any problems to neighbouring properties. Have complaints been received? You should indicate the type of area in which the process is located and the proximity to the nearest residential accommodation.

10. What are your proposals for monitoring the prescribed substances from the installation?

You should state whether monitoring is or has been carried out and what methods have been used (stating British Standard methods where appropriate). If no monitoring has been carried out you should outline your proposals quoting the standard methods to be adopted.

A copy of any log book to be used to log inspections and monitoring should be provided.

11. The location of the designated or protected sites referenced in B3 can be found on Natural England's website (<http://www.natureonthemap.org.uk/map.aspx?map=nreserves>).

12. The Secretary of State has produced specific guidance notes for all sectors prescribed for Local Authority Pollution Prevention and Control. The Process Guidance Note relating to the type of installation that you operate can be viewed on the Defra website (<http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance>)

These give information on best practice and the type of conditions likely to be attached to your permit.

How does the installation comply with the standards laid down in the Process Guidance Notes? In the case of an existing process how do you propose to comply fully with the standard?

New installations should comply with the full standard before starting operations, while existing processes may be given a set time period in which to carry out improvements.