

Small Waste Incineration Plant Application form

Application for a Schedule 13a permit

**Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016**

Introduction

When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Use this form if you are sending an application for a 'SWIP' permit to a Local Authority under the [Environmental Permitting \(England and Wales\) Regulations 2016](#) ("the EP Regulations"), SI 2016 No.1154 and the [Industrial Emissions Directive](#) ("IED"), EU directive 2010/75/EU.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra [General Guidance Manual](#) issued for LA-IPPC and LAPPC.

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 [Process Guidance Note\(s\)](#).

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:

**Sandwell MBC
Public Health
Pollution Control
PO Box 2374
Sandwell Council House
Oldbury B69 3DE**

Or Email: pollution_control@sandwell.gov.uk

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

Other documents you may need to submit

There are number of other documents you will 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 in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number, if you have been given one, which will be at the top of the form overleaf. If you do not have either of these, 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

If you are submitting a paper application, please send the original and 2 copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

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

Please get in touch with us by:

Telephone: 0121 569 6600 **or Email:** pollution_control@sandwell.gov.uk

End of Introduction

Section 1 Installation Basics

1.1 Name of the installation

1.2 Address of the site of the installation

Postcode

Telephone

The Ordnance Survey national grid reference *8 characters*,
for example, *SJ 123 456* (can be obtained from typing postcode into one of the on-line
mapping sites).

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1.3 Existing environmental permits:

Please give details of any existing LAPPC or LA-IPPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(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)

Section 2 The Operator

2.1 Please provide the full name of company, partnership or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number

2.2 Holding Companies

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*

Registered office address

Postcode

Principal Office address (if different)

Postcode

Company registration number: _____

Section 3 Who can we contact about your application?

It will help 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 can be an agent or consultant.

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

Section 4 Site Plans

4.1 Please provide:

(a) A suitable map showing the location of the installation clearly defining extent of the installations in red

Doc Reference _____

(b) 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 _____

(c) A suitable plan showing the site drainage system and all discharge points to drainage or watercourses

Doc Reference _____

Section 5 Waste types and activities

5.1 Complete Table 1 to provide a complete list of waste types to be incinerated in the plant. Refer to the European List of Waste (Commission Decision 2000/532/EC) for codes (use a separate sheet if required).

Doc Reference _____

Table 1: Waste types to be incineration			
Code	Description	Source	Quantity (tonnes per annum)

5.2 Delivery and reception of waste. Provide a description of the proposed waste and handling arrangements, including

- The precautions to be taken against the pollution of land, air and water
- Precautions against noise and other potential risks to human health
- How the mass of received will be measured

Doc Reference _____

5.3 Information about waste arriving at the site Provide details of how information about waste being accepted on site will be collected and checked, You must include:

- how will you check the documentation accompanying the waste
- how will you confirm the suitability of the waste for consumption, including physical and (as far as practicable) chemical information
- how you will determine the precautions to be taken in handling the waste
- the sampling of waste to be undertaken to check that the documentation is accurate

Doc Reference _____

Section 6 The small waste incineration plant

6.1 Description of plant Provide in Table 2 a full description of the plant, with additional information referenced. If there is no place in the table for the details please use a separate sheet.

Table 2: Description of plant					
Manufacturer				Proposed stack and discharge conditions	
Model				Stack height (m)	
Year of manufacture				Efflux speed (m/s)	
Serial number (if known)				Efflux temperature (K)	
Thermal input kW			Rate of incineration (kg/h)		
Secondary combustion chamber / afterburner					
Afterburner fitted		Inlet temp		Additional information	Doc ref:
Residence time		Outlet temp		Technical drawing	Doc ref:

6.2 Chimney height calculation and dispersion modelling Provide a chimney height calculation and any available dispersion modelling information for the appliance described in Table 2.

Doc Reference _____

6.3 Secondary combustion temperature and residence time Provide a secondary chamber residence time calculation or equivalent information from the manufacturer or supplier.

Doc Reference _____

6.4 Energy Recovery Provide a description of the proposed energy recovery from the incineration process, including any proposals for the generation and use of heat, steam or power.

Doc Reference _____

6.5 Monitoring Provide details of the proposed emissions monitoring, including continuous monitoring, recording systems and periodic extractive monitoring. If any monitoring has been undertaken please provide the details of emission concentrations and quality in terms of mass emissions. If no monitoring has been undertaken please state this.

Doc Reference _____

6.6 Prevention of operation in certain circumstances Describe the systems to be employed to prevent the feeding of waste in to the plant until the second combustion chamber temperature is at least 850°C in operation or in the event of the failure of waste gas cleaning systems.

Doc Reference _____

6.7 Minimisation of residues Provide a description of the techniques to be used to minimise the amount and harmfulness of any residues from the incineration process, including any proposed recycling

Doc Reference _____

6.8 Accidents and incidents Describe the action you propose to take in the event of accidents or incidents involving the incinerator. You should describe each type of incident and the appropriate response.

Doc Reference _____

6.9 Waste waters Describe the precautions to be taken against the pollution of the soil, surface water or ground water. In particular, describe the containment arrangements for contaminated rainwater run-off from fire-fighting operations.

Doc Reference _____

Section 7 Management and training

7.1 Competent person Describe how the person who will be responsible for the day to day operation of the incineration plant will be selected and trained, and how that person's competence to operate the plant will be checked and reviewed.

Doc Reference _____

7.2 Environmental Management System Describe the management systems to be used to ensure that you comply with the conditions of an environmental permit if the application is granted. In particular describe

- the schedule of maintenance covering all plant and equipment at the installation
- record keeping systems covering the acceptance of waste, recording of maintenance, records of emission monitoring, training
- how employees are to be trained in their responsibilities in respect of compliance with the conditions of an environmental permit if it is granted
- notification of relevant bodies in the event of an accident or abnormal emissions

Section 8 Application fee and annual charges

8.1 Application fee

Your application cannot be processed unless the application fee is correct and has been received by the Council.

Please contact the Council to find out the current fee:

or email: pollution_control@sandwell.gov.uk

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.

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.

8.2 Annual subsistence 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.

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: _____

Section 9 Commercial confidentiality

9.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

No
Yes

Please provide full justification, considering the definition of [commercial confidentiality](#) within the EP regulations.

Doc Reference _____

9.2 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/Welsh Ministers for a Direction on the issue of National Security.

Section 10 Data Protection

The information you give will be used by the Local Authority 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,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- 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 38](#) of the EP 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 which 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).

Section 11 Declarations

11.1 Any previous relevant offences (delete whichever is applicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

OR

The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the Regulations:

Doc Reference _____

Signature _____

Name _____

Position _____

Date _____

11.2 Signature applicant(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 each individual operator 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.*