Sheffield City Council

Application for a permit for a heavy clay goods and refractory goods manufacturing installation

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

When to use this form
Use this form if you are applying for a permit to a Local Authority to operate a heavy clay goods and refractory goods manufacturing installation as defined in Schedule 1 to the Environmental Permitting Regulations.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete, send the form and the fee and any additional information to:

Sheffield City Council
Environmental Protection Service
Howden House
5th Floor (North)
1 Union Street
Sheffield S1 2SH

Tel: 0114 2734651 Email: epsadmin@sheffield.gov.uk

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.

For the purposes of Section H of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

For Local Authority use		
Application reference	Officer reference	Date received

A The basics

A1 Name and address of the installation (not required for mobile plant)

Postcode Telephone

A2 Details of any existing environmental permit or consent *(for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies.*

A3 Operator details (*The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)*

Name: Trading name, if different:
Registered office address: Principal office address, if different:
Company registration number:

A4 Any holding company?

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If "yes" please fill in details of the ultimate holding company.

No ☐ Yes ☐

Name: Trading name, if different:
Registered office address;   Principal office address, if different:
Company registration number:

A5 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 and position:_____   Telephone:_____   Email:_____

B The installation

B1 What activities are, or will be, carried on at the installation? Please include "directly associated activities" (this term is explained in Annex III in Part B of the general guidance manual.

B2 Do you make bricks, tiles, pavers or pipes ?

☐ Yes ☐ No

B3 Do you make refractory products?

☐ Yes ☐ No

If you have answered 'yes' to B3 the installation is not suitable for a simple permit.

B4 Why is the application being made?

☐ new installation

☐ change to existing installation means it now needs a permit

B5 Site maps – please provide:

- **A location map with a red line round the boundary of the installation**

Document reference: _____

- **A site plan or plans showing where all the relevant activities are on site:**

a) where the processing plant will be installed

b) the areas and buildings/structures designated for materials/ waste storage and the type of storage

c) the conveyors and transfer points

d) any directly associated activities or waste operations.

To save applying for permit variations, you can also show where on site you might want to use for storage etc in the future.

Document reference: _____

B6 Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation?

- 2km - where the installation includes at least one burner of 20MW or more
- 1km otherwise ☐ No ☐ Yes

If 'yes', is the installation likely to have a significant effect on these sites and, if so, please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual)

B7 **Will emissions from the activity potentially have significant environmental effects (including nuisance)?**

☐ Yes ☐ No

If yes, please list the potential significant local environmental effects (including nuisance) of the foreseeable emissions on a separate document.

Document Reference: _____

If yes, please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document Reference: _____

C **<u>The details</u>**

C1 **Which of the following kilns do you operate?** *(tick all that apply)*

a) continuous kilns ☐
b) intermittent (batch) kilns ☐
c) scotch kilns ☐
d) other – *please describe*: _____

C2 **Do you operate kilns with a net rated input of**:

(tick all that apply) *[informs Table 1]*

a) between 2MW and 20MW? ☐
b) less than 2MW ☐
c) over 20MW ☐

C3 **Do you use any of the following fuels?** *(tick all that apply)* *[informs stack height]*

a) heavy fuel oil ☐
b) gas oil ☐
c) gas ☐
d) processed fuel oil ☐
e) other waste derived fuel ☐
f) other (give details): _____

C3 **Do you have arrestment equipment with exhaust flow:** *[informs Table 1]*

a) greater or equal to 300m3/min? ☐ Yes ☐ No
b) greater than 100m3/min but less than 300m3/min ☐ Yes ☐ No
c) less than 100m3/min ☐ Yes ☐ No

C4 **Do you use clays that are ≤ 0.12%w/w sulphur?** *[informs Table 1]*

☐ Yes ☐ No

C5 **Do you have continuous monitors to show compliance with a numerical limit in Table 1 of the Model Permit?** *[informs condition 2]*

☐ Yes ☐ No

If yes, do the continuous monitors have alarms which are:

a) visible ☐ Yes ☐ No

b) audible ☐ Yes ☐ No

c) alarm activation recorded automatically ☐ Yes ☐ No

d) is a trigger level set ☐ Yes ☐ No

At what percentage of the emission limit is the value set? _____%

Have you undertaken isokinetic sampling at least once to demonstrate compliance with the numerical limit in Table 1?

☐ Yes ☐ No

Note: "dusty material" should be taken to be any material which can be wind-entrained. It excludes, for example, >3mm material and scalpings.

C6 **In which of the following facilities will dusty raw materials or waste be stored?** (*tick all that apply)* *[informs conditions 4, 6]*

a) silo ☐

b) bulk storage tank ☐

c) within a building ☐

d) in fully-enclosed containers/packaging ☐

e) stockpiles ☐

f) other - *please specify*: _____

C7 **Do you have pneumatic transfer of materials?** *[informs condition 6-8]*

☐ Yes ☐ No

If yes, will displaced air from pneumatic transfer be: (*tick all that apply)* *[informs condition 6-8]*

a) vented to arrestment plant ☐ Yes ☐ No

b) back-vented to a road tanker ☐ Yes ☐ No

c) other - please specify: _____

If yes to C7, do deliveries automatically stop for *[informs condition 6]*

a) over-filling ☐ Yes ☐ No

b) over-pressurisation ☐ Yes ☐ No

If yes to C7, does the displaced air pass through abatement plant prior to emission to air? *[informs condition 8]*

☐ Yes ☐ No

C8 For any raw materials or waste covered in Question C6, what facilities will be provided for their storage? (t*ick all that apply)*

[informs condition 4]

a) hopper wind-protected on at least 3 sides ☐

b) storage bay without suppression & stockpiles lower than retaining walls ☐

c) storage bay with suppression ☐

d) fully-enclosed stores ☐

e) other - *please specify*: _____

C9 Will any material be stored in the open (unenclosed) other than material wholly comprised of one or more of the following: >3mm material, conditioned crusher-run or blended material? *[informs condition 4]*

☐ Yes ☐ No

C10 How do you manage dust emissions from stockpiles? ?

(t*ick all that apply)* *[informs condition 4]*

a) water sprays ☐

b) strategic siting of stockpiles ☐

c) minimisation of drop heights ☐

d) other (*please specify*): _____

C11 Do you have conveyors: *[informs condition 9]*

☐ Yes ☐ No

C12 If yes, which of the following facilities will be provided to convey any dusty material and waste (*tick all that apply)* *[informs condition 9]*

a) deep trough ground-level conveyor ☐

b) fully-enclosed conveyor ☐

c) pneumatic handling system ☐

d) bucket elevator ☐

e) wind boards ☐

f) other – *please specify:* _____

C13 Which of the following methods will be used to minimise emissions at conveyor transfer points, including free fall of material?

(tick all that apply) *[informs condition 9]*

a) enclosed ☐

b) enclosed and ducted to arrestment equipment ☐

c) fitted with a chute ☐

d) other - *please specify:* _____

C14 Which of the following techniques will be used to clean conveyors?

(tick all that apply) *[informs condition 9]*

a) belt scrapers ☐

b) catch plates ☐

c) other techniques for keeping the return belt clean and collecting the material removed by the cleaning, *please specify:*

_____

C15 How will potentially dusty materials (including any raw materials, finished products and waste), arrive at or leave the site? *(tick all that apply)*

[informs condition 10]

	Raw Materials	**Finished Products**	**Waste**
Road			
Rail			
Other			

C16 How will potentially dusty materials, (including any raw material, finished products and waste) be transported within the site?

(tick all that apply) *[informs condition 17]*

a) fully-enclosed transport ☐

b) 'canopied' rail wagons ☐

c) sheeted transport ☐

d) water suppression applied to the transported material ☐

e) aqueous polymer suppression applied to the transported material ☐

f) bagged ☐

g) other – *please specify*: _____

C17 Which of the following techniques do you use to control fluorides?

a) in-process optimisation ☐ *[informs Table 1]*

b) abatement ☐

C18 If you use in-process optimisation to control fluorides, do you comply with the limit in Table 1 of the Model Permit? *[informs Table 1]*

☐ Yes ☐ No ☐ n/a (fluorides are controlled by abatement)

C19 Do you have any quarry roads as part of the installation?

☐ Yes ☐ No *[informs condition 12]*

C20 Which techniques will you use to ensure that vehicles do not track material onto the highway? *[informs condition 12]*

a) body and wheel wash ☐

b) wheel wash ☐

c) hose and brush ☐

d) sufficient distant to the site boundary on sealed road before leaving site ☐

e) other, *please describe:* _____

C21 Do you have environmental management procedures and policy?

[informs conditions 3, 15, 16]

☐ Yes ☐ No

D **Anything else**

Please tell us anything else you would like us to take account of.

Document Reference _____

E **Application fee**

You must pay the relevant fee with your application. We do not accept cheques. Please call us on Tel 273 4651 to check the current fees and to pay by card over the phone.

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.

Name……

Position…….

Address……

……..

Telephone……..Fax……..

Email…….

F Protection of information

F1 Any confidential or national security info in your application?

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. General guidance manual chapter 8 advises on what may be excluded. (*Do not include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.)*

Document Reference: _____

F2 Please note: data protection

The information you give will be used by the 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,
- 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.

F3 Please note: it is an offence to provide false etc information

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
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

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).

H Declarations A and B for signing, please

These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.

Declaration A: I/We certify

EITHER – As evidence of my/our competence to operate this installation in accordance with the EP Regulations, no offences have been committed in the previous five years relating to the environment or environmental regulation.

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:

Signature: _____ Name: _____

Position: _____ Date: _____

Declaration B: 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 the listed 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.)*

Signature: _____ Name: _____

Position: _____ Date: _____

Signature: _____ Name: _____

Position: _____ Date: _____

Appendix 2 - Model Permit

This appendix contains a model permit for heavy clay installations – see para 1.6 of this note and para 3.6 of the General Guidance Manual on Policy and Procedures.

Notes:

- text in the model permit written in *italics* is advice to regulators.
- text in the model permit in square brackets offers choice to regulators or indicates where information needs to be inserted from the application.
- text bracketed with asterisks (eg *Alarms shall be tested at least once a week*.) may be omitted by a regulator where the past performance of the plant gives the local authority sufficient reassurance about operator compliance – "earned recognition".
- the model permit has been drafted for local authorities in England and Wales. Regulators in Scotland and Northern Ireland will need to amend the legal heading and, where appropriate, references to 'Council'
- references to 'installation' will need to be substituted with 'mobile plant' in relevant cases, and other amendments made accordingly
- the purpose of the activity description is to set down the main characteristics of the activity, including any directly associated activities, so it is clear to all concerned what is being authorised by the permit and therefore what changes would need further approval. Regulators are advised to include a description of any key items of arrestment and monitoring equipment the operator intends to use or is using.
- it should normally be sufficient for records relating to simplified permits to be kept for no more than 18 months. Where, however, as a result of a 'low risk' rating, inspections are undertaken less often, regulators may want to specify a period which ensures the records are available at the next inspection.

[ ] **COUNCIL**
POLLUTION PREVENTION AND CONTROL ACT 1999
Environmental Permitting (England and Wales) Regulations 2016

Permit ref. no:

Name and address of person (A) authorised to operate the installation ('the operator') **Registered number and office of company** (if appropriate)

Address of permitted installation (B)

The installation boundary and key items of equipment mentioned in permit conditions are shown in the plan attached to this permit.

Activity description

The operator (**A**) is authorised to operate the activity[1] at the installation (**B**) subject to the following conditions.

Conditions

Emissions and monitoring

1. No visible particulate matter shall be emitted beyond the installation boundary.

2. The emission requirements and methods and frequency of monitoring set out in Table 1 shall be complied with. Sampling shall be representative.

   Any monitoring display required for compliance with the permit shall be visible to operating staff at all times. Corrective action shall be taken immediately if any periodic monitoring result exceeds a limit in Table 1, or if there is a malfunction or breakdown of any equipment which might increase emissions. Monitoring shall be undertaken or repeated as soon as possible thereafter and a brief record shall be kept of the main actions taken.

   Where continuous monitors are fitted to show compliance with a numerical limit in Table 1:
   All continuous monitors fitted to show compliance with the permit shall be fitted with a [visible] [audible] alarm warning of arrestment failure or malfunction. They shall [activate when emissions reach [75%] of the relevant emission limit in Table 1 and] record automatically each activation. *Alarms shall be tested at least once a week.*

[1] listed in [ ] in Part 2 of Schedule 1 to the Environmental Permitting Regulations

Where odour arrestment equipment is installed: The odour arrestment equipment shall be inspected not less than once a day for at least the following: a) leaks or blockages in air handing equipment, ductwork and arrestment equipment; b) continuous monitors for arrestment equipment; and c) surface cracking, voids, leaks, compaction, moisture content, and plant/weed growth on biofilters.

3. All plant and equipment capable of causing, or preventing, emissions and all monitoring devices shall be calibrated and maintained in accordance with the manufacturer's instructions. *Records shall be kept of such maintenance.*

Storage of Raw Materials (including dusty waste)

4. Raw materials (including dusty materials and dusty wastes) [and clay] shall only be stored in [specify storage location] as detailed on the plan attached to this permit and shall be subject to suppression and management techniques to minimise dust emissions

Silos *where used*

5. [Sand] shall only be stored within the [sand] silos.

6. Dust emissions from loading or unloading road tankers shall be minimised by [venting to specify type arrestment plant] [backventing to a road tanker fitted with an on-board, truck-mounted relief valve and filtration system] and by connecting transfer lines first to the delivery inlet point and then to the tanker discharge point, and by ensuring delivery is at a rate which does not pressurise the silo. [When loading x silo, deliveries must automatically stop where overfilling or over-pressurisation is identified.]

7. Silos and bulk containers of dusty materials shall not be overfilled and there shall be an overfilling alarm.

8. Displaced air from pneumatic transfer shall pass through abatement plant prior to emission to air.

Conveying

9. All dusty materials, including wastes, shall be conveyed using [specify conveyor, level of enclosure and enclosure type]. All transfer points shall be fitted with [specify dust control technique].

Loading, unloading of road vehicles and trains

10. No potentially dusty materials (including wastes) shall arrive on, or leave, the site other than by use of [specify transport type and dust control technique].

Roadways and transportation

11. All areas where there is regular movement of vehicles shall have a consolidated surface capable of being cleaned, and these surfaces shall be kept clean, or kept wet, and in good repair. Quarry haul roads are excluded from this provision.

12. Vehicles shall not track material from the site onto the highway.

Techniques to control fugitive emissions

13. The flow of air through crushing, grinding or screening plant should be minimised. The free fall of the product should also be minimised.

14. *(select according to visible dust potential of each process building)*. The fabric of process buildings shall be maintained so as to minimise visible dust emissions.

Records and training

15. Written or computer records of all tests and monitoring shall be kept by the operator for at least [ ] months. They [and a copy of all manufacturers' instructions referred to in this permit] shall be made available for examination by the Council. *Records shall be kept of operator inspections, including those for visible and odorous emissions.*

16. Staff at all levels shall receive the necessary training and instruction to enable them to comply with the conditions of this permit. Records shall be kept of relevant training undertaken.

The following two conditions are not needed for PPC permits which transferred automatically into the environmental permitting regime by virtue of regulation 69(6) of the 2007 Regulations and regulation 108(4) of the 2010 Regulations. Where permits are issued on or after 6 April 2008 the next two conditions will not automatically apply and need specific inclusion in the permit where required.

Best available techniques

17. The best available techniques shall be used to prevent or, where that is not practicable, reduce emissions from the installation in relation to any aspect of the operation of the installation which is not regulated by any other condition of this permit.

18. If the operator proposes to make a change in operation of the installation, he must, at least 14 days before making the change, notify the regulator in writing. The notification must contain a description of the proposed change in operation. It is not necessary to make such a notification if an application to vary this permit has been made and the application contains a description of the proposed change. In this condition 'change in operation' means a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment.

Table 1 - Emission limits, monitoring and other provisions					
Row	**Substance**	**Source**	**Emission limits / provisions**	**Type of monitoring**	**Monitoring frequency**
1	Particulate matter	Kilns with a net rated thermal input of 2MW or more.	100 mg/m^3	Isokinetic monitoring	Annual
2	Particulate matter	Kilns with a net rated thermal input of less than 2MW.	Should not exceed the equivalent of Ringelmann shade 1	Operator observations	At least daily when the kiln is in operation
3	Particulate matter	All emissions to air Silos new since July 1st 2004	No visible emission Designed to emit less than 10mg/ m^3	Operator observations	At least daily
4	Particulate matter	Arrestment equipment with exhaust flow >300 m^3/min (other than from kilns and silo arrestment plant). (see note e)	50 mg/m^3	Indicative monitoring	Continuously recorded
				Isokinetic sampling	At least once to demonstrate compliance, then as necessary to provide a reference for the continuous indicative monitor
5	Particulate matter	Arrestment equipment with exhaust flow >100 m^3/min (other than from kilns and silo arrestment plant). (see note e)	Designed to achieve 50 mg/m^3	Indicative monitoring to demonstrate that the arrestment equipment is functioning correctly.	Continuous
6	Particulate matter	Arrestment equipment with exhaust flow <100 m^3/min (other than silo arrestment plant). (see note e)	No visible emission.	Operator observations **OR** Indicative monitoring to show that the equipment is functioning correctly	At least daily **OR** Continuous
7	Oxides of Nitrogen (measured as nitrogen dioxide)	All new or substantially changed processes (with a net rated thermal input of 2MW or more).	500 mg/m^3.	Annual manual extractive test.	Annual.

8	Chloride (expressed as hydrogen chloride)	All new or substantially changed processes (with a net rated thermal input of 2MW or more).	50 mg/m^3	Manual extractive test	Annual
9	Fluoride (expressed as hydrogen fluoride)	All kilns (with a net rated thermal input of 2MW or more).	10 mg/m^3	Manual extractive test.	Annual
10	Sulphur dioxide	New or substantially changed plant (with a net rated thermal input of 2MW or more) where low sulphur clays are used (</= 0.12% w/w sulphur)	500 mg/m^3	Extractive test	Annual
11	Sulphur dioxide	New or substantially changed plant (with a net rated thermal input of 2MW or more) where high sulphur clays are used (>0.12% w/w sulphur)	2000 mg/m^3	Extractive test.	Annual
12	Sulphur dioxide (see note d)	All activities using heavy fuel oil or other residual type/comparable Quality Protocol Processed Fuel Oil	1% wt/wt sulphur in fuel	Sulphur content of fuel is regulated under the Sulphur Content of Liquid Fuels Regulations	
13	Sulphur dioxide (see note d)	All activities using gas oil/ comparable Quality Protocol Processed Fuel Oil	0.1% wt/wt sulphur in fuel	Sulphur content of fuel is regulated under the Sulphur Content of Liquid Fuels Regulations	
14	Droplets, persistent mist and fume	All emissions to air (except steam and condensed water vapour)	No droplets, no persistent mist, no persistent fume, no visible smoke	Visual observations	

Notes:

All periodic monitoring results shall be checked by the operator on receipt and sent to the Council within 8 weeks of the monitoring being undertaken.

a) The reference conditions for limits in Table 1 are: 273.1K, 101.3kPa, without correction for water vapour content, unless stated otherwise, except for kiln emissions, where the reference conditions should be normalised to 18% oxygen measured dry, averaged over the firing cycle of the kiln.

b) All periodic monitoring shall be representative, and shall use standard methods.

c) The emission limits do not apply during start-up and shut down. All emissions shall be kept to a minimum during these periods.

d) Activities burning waste oil not covered by the quality protocol processed fuel oil must comply with the Waste Incineration Directive (WID).

e) Where the plant is discharging to the external atmosphere.

Right to Appeal

You have the right of appeal against this permit within 6 months of the date of the decision. The Council can tell you how to appeal [*or supply details with the permit*]. You will normally be expected to pay your own expenses during an appeal.

You will be liable for prosecution if you fail to comply with the conditions of this permit. If found guilty, the maximum penalty for each offence if prosecuted in a Magistrates Court is £50,000 and/or 6 months imprisonment. In a Crown Court it is an unlimited fine and/or 5 years imprisonment.

Our enforcement of your permit will be in accordance with the Regulators' Compliance Code.