

## Application for an A2 Permit

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

### Introduction

#### When to use this form

If you are sending an application to **Sheffield City Council** for an integrated pollution control permit, known as Part A(2) installations, with respect to the preservation of wood and wood products with chemicals with a production capacity exceeding 75m<sup>3</sup> per day other than exclusively treating against sapstain under the Environmental Permitting (England and Wales) Regulations 2016 (“the EP Regulations”).

#### 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 and available at

<http://www.defra.gov.uk/industrial-emissions/las-regulations/guidance/>. 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 BREF note as relevant. The current Sector Guidance Note is only available in draft form and is available at:

[http://www.sepa.org.uk/air/process\\_industry\\_regulation/pollution\\_prevention\\_control/guidance/idoc.ashx?docid=dcab11ca-035e-4571-8fc3-48a70258fdc3&version=1](http://www.sepa.org.uk/air/process_industry_regulation/pollution_prevention_control/guidance/idoc.ashx?docid=dcab11ca-035e-4571-8fc3-48a70258fdc3&version=1)

The EP Regulations can be obtained from The National Archives via their website at <http://www.legislation.gov.uk/ukxi/2016/1154/contents/made>

It is also recommended that you speak to an officer before you complete and submit the application. We have made the application form as straightforward as possible, but please get in touch with us using the details given below if you need any further advice.

#### 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 Protection Service**  
**Sheffield City Council**  
**5<sup>th</sup> Floor (North)**  
**Howden House**  
**1 Union Street**  
**Sheffield**  
**S1 2SH**

**Telephone (0114 2734651)**  
**E-mail [epsadmin@sheffield.gov.uk](mailto:epsadmin@sheffield.gov.uk)**  
**[ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk)**

### 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.

### 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 hard copy to us and also an electronic copy of the form and all other supporting information.**

### If you need help and advice

We have made the 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 or email [ippc@sheffield.gov.uk](mailto:ippc@sheffield.gov.uk) or telephone **273 4651**. There is a charge per hour or part hour for pre-application advice. Please call us on Tel 273 4651 for further information.

**A2 Permit Application Form**  
To be completed by the Operator

|          |                   |
|----------|-------------------|
| <b>A</b> | <b>The basics</b> |
|----------|-------------------|

|           |   |                          |  |
|-----------|---|--------------------------|--|
| <b>A1</b> | <b>Name and address of the installation</b> |                          |  |
|           | Name  |                          |  |
|           | Address                                     |                          |  |
|           | Postcode                                    | Telephone N <sup>o</sup> |  |

|           |  |
|-----------|--|
| <b>A2</b> | <b>Please give details, below, of any existing LAPC or IPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s), type(s) and local authority.</b> |
|           |  |

|           |   |                          |  |
|-----------|---|--------------------------|--|
| <b>A3</b> | <b>The Operator</b> (the person who it is proposed will have control over the installation in accordance with the permit (if granted)). |                          |  |
|           | <b>Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners.</b>           |                          |  |
|           | Name  |                          |  |
|           | Trading name if different   |                          |  |
|           | <b>Registered office address</b>  |                          |  |
|           |   |                          |  |
|           | Postcode  | Telephone N <sup>o</sup> |  |
|           | <b>Principle office address, if different</b>   |                          |  |
|           |   |                          |  |
|           | Postcode  | Telephone N <sup>o</sup> |  |
|           | <b>Company registration number</b>  |                          |  |
|           |   |                          |  |

|                                    |  |              |              |  |
|------------------------------------|--|--------------|--------------|--|
| <b>A4</b>                          | <b>Any holding company? Please indicate below if the operator is a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006.</b> |              |              |  |
|                                    | Yes <input type="checkbox"/> No <input type="checkbox"/>   |              |              |  |
|                                    | <b>Holding company name</b>  |              |              |  |
|                                    | Name   |              |              |  |
|                                    | Trading name if different  |              |              |  |
|                                    | <b>Holding company registered office address</b>   |              |              |  |
|                                    |  |              |              |  |
|                                    | Postcode   |              | Telephone N° |  |
|                                    | <b>Principle office address, if different</b>  |              |              |  |
|                                    |  |              |              |  |
| Postcode                           |  | Telephone N° |              |  |
| <b>Company registration number</b> |  |              |              |  |

|           |  |  |              |  |
|-----------|--|--|--------------|--|
| <b>A5</b> | <b>Who can we contact about your application?</b><br><i>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 could be an agent or consultant rather than the operator.</i> |  |              |  |
|           | Name   |  |              |  |
|           | Position   |  |              |  |
|           | Address  |  |              |  |
|           | Postcode   |  | Telephone N° |  |
|           | Email  |  |              |  |
| <b>A6</b> | <b>Who can we contact about your permit?</b><br><i>Assuming your permit will be issued it will help to have someone who we can contact directly with any questions about your permit</i>   |  |              |  |
|           | Name   |  |              |  |
|           | Position   |  |              |  |
|           | Address  |  |              |  |
|           | Postcode   |  | Telephone N° |  |
|           | Email  |  |              |  |

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| <b>B</b>  | <b>The installation</b>   |  |
|           |   |  |
| <b>B1</b> | <b>Why is the application being made? Please tick which statement is correct.</b>   |  |
|           | The installation is new.  |  |
|           | The installation currently exists but changes to the installation or to the EP Regulations means that an LA-IPPC A2 permit is required. |  |

|           |   |  |
|-----------|---|--|
| <b>B2</b> | <b>Directly associated activities</b>   |  |
|           | Please list all activities, below, directly associated for the preservation of wood and wood products undertaken at your installation.  |  |
|           | We are interested in any activities that: <ul style="list-style-type: none"> <li>• Have a technical connection with the treatment plant</li> <li>• Could have an effect on pollution.</li> </ul> For an explanation of what is a directly associated activity please go to Annex III of the <a href="#">General Guidance Manual</a> . |  |
|           | <b>Main activities</b>  | <b>Section in Schedule 1 to the EP Regulations</b> |
|           |   |  |
|           |   |  |
|           | <b>Directly-associated activities</b>   | <b>Schedule 1 references (if any)</b>              |
|           |   |  |
|           |   |  |

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| <b>B3</b> | <b>Site Maps</b>  |  |
|           | Please provide a location map with a red line round the boundary of the installation and a blue line around any other land owned/used by the operator.  |  |
|           | Document Reference:   |  |
|           | Please provide a site plan or plans showing where all the directly associated activities are on site as well as drying areas, any storage areas, emission/discharge points and site drainage. |  |
|           | Document Reference:   |  |

|           |  |
|-----------|--|
| <b>C</b>  | <b>The details</b>   |
| <b>C1</b> | <b>Plant on site</b>   |
|           | Please list all plant, below, that will be used on site and, where known, include the make, model, serial number and storage capacity. |
|           |  |
|           | Document Reference: <input type="text"/>   |

|           |   |
|-----------|---|
| <b>C2</b> | <b>How will the installation operate?</b>   |
|           | Please supply description of how the installation will operate starting with raw materials and finishing with finished product and wastes leaving the site. |
|           |   |
|           | Document Reference: <input type="text"/>  |

|           |  |
|-----------|--|
| <b>C3</b> | <b>Releases, techniques and monitoring?</b>  |
|           | What pollutants (including odour) could be released to air, water or land? Please say which stage of the process each release will come from and also whether from a particular chimney, vent, pipe or other source (diffuse or fugitive). Please include releases during starting and shutting down the plant, and from possible breakdowns or accidents e.g. deliveries identified by a risk assessment. <i>(Using process flow diagrams may help to simplify this.)</i> |
|           |  |
|           | Document Reference: <input type="text"/>   |
|           | What techniques will be used to minimise each release in line with BAT? What monitoring has been undertaken (give results) and what monitoring is proposed?  |
|           |  |
|           | Document Reference: <input type="text"/>   |

|           |   |
|-----------|---|
| <b>C4</b> | <b>Groundwater discharges</b>   |
|           | What discharges will there be of List I or List II substances? How will the Groundwater Regulations be complied with? |
|           |   |

|           |   |
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| <b>C5</b> | <b>Raw materials, water, etc</b>  |
|           | What raw and auxiliary materials, other substances and water do you propose to use? |
|           |   |

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| <b>C6</b> | <b>What sorts and amounts of waste will be produced by the activities? What steps will be taken to comply with the revised Waste Framework Directive hierarchy (prevention, preparation for re-use, recycling, other recovery, disposal).</b> |
|           |   |
|           | Document Reference:   |

|           |  |
|-----------|--|
| <b>C7</b> | <b>Energy</b>  |
|           | How much energy will be consumed and generated? Please identify each source and end use, and proposed measures to improve energy efficiency? Please list any climate change or carbon emission measure signed up to. |
|           |  |
|           | Document Reference:  |

|           |   |
|-----------|---|
| <b>C8</b> | <b>Noise and vibration</b>  |
|           | What are the main sources of environmental noise and vibration, where are the nearest noise-sensitive receptors, and what techniques will be used to minimise noise and vibration in line with BAT? Please provide data from any noise surveys. |
|           |   |
|           | Document Reference:   |

|           |   |
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| <b>C9</b> | <b>Site report</b>  |
|           | Please provide a site report in line with Chapter 18 of the <u>General Guidance Manual</u> and the Wood Preservation Link Authority Site Report Guidance. |
|           | Document Reference:   |

|            |   |
|------------|---|
| <b>C10</b> | <b>How will the installation be returned to a satisfactory state?</b>   |
|            | What measures are proposed to be taken to avoid any pollution risk to land and return the site of the installation to a satisfactory state upon definitive cessation of activities? |
|            |   |
|            | Document Reference:   |

|            |  |
|------------|--|
| <b>C11</b> | <b>Environmental management</b>                                      |
|            | What environmental management procedures and policy will you deploy? |
|            |  |
|            | Document Reference:  |

|            |   |
|------------|---|
| <b>C12</b> | <b>Impact on the environment</b>  |
|            | a) What are the potential significant local environmental effects (including nuisance) of the foreseeable releases?   |
|            |   |
|            | Document Reference:   |
|            | b) Is the installation likely to have a significant effect on sites of special scientific interest (SSSIs) or European protected sites and, if it is, what are the implications for the purposes of the Conservation (Natural Habitats etc.) Regulations 1994 (see appendix 2 of Annex XVII of the <u>General Guidance Manual</u> ) |
|            |   |
|            | Document Reference:   |
|            | c) Has an environmental impact assessment been carried out for the installation under planning legislation or for any other purpose? If so, please provide a copy   |
|            |   |
|            | Document Reference:   |



|  |                     |
|--|---------------------|
| <b>C13</b>   | <b>Alternatives</b> |
| Please state what alternatives there are available:  |                     |
| a) To the control techniques proposed in your application  |                     |
|  |                     |
| Document Reference   | :                   |
| b) To your customers should the local authority not grant your permit  |                     |
| Document Reference:  |                     |
| Please note that this information is required under the Public Participation Directive and does not reflect any pre-determination of your application. |                     |

|   |                              |
|---|------------------------------|
| <b>D</b>  | <b>Non-technical summary</b> |
| Please provide a non-technical summary of the information required above. |                              |
| Document Reference:   |                              |

|          |                       |
|----------|-----------------------|
| <b>E</b> | <b>Anything else?</b> |
|          |                       |

|  |                        |
|--|------------------------|
| <b>F</b>   | <b>Application fee</b> |
| <p>You must enclose the <u>relevant fee</u> with your application. Your application cannot be processed unless the correct application fee has been paid. Please call us on Tel 273 4651 to check the current fee and to pay by card over the phone. We do not accept cheques. When you submit your application form please also ensure you include evidence of payment of the application fee.</p> <p>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.</p> <p>Name.....</p> <p>Position.....</p> <p>Address.....</p> <p>.....</p> <p>Telephone.....Fax.....</p> <p>Email.....</p> |                        |

|          |                                  |
|----------|----------------------------------|
| <b>G</b> | <b>Protection of Information</b> |
|----------|----------------------------------|

|   |  |
|---|--|
| <b>G1</b>   | <b>Any confidential or national security info in your application?</b> |
| <p>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. <u>General Guidance Manual</u> chapter 8 advises on what may be excluded. <i>(Don't 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.)</i></p> |  |
| <p><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p>   |  |
| <p>Document Reference:</p>  |  |

|           |  |
|-----------|--|
| <b>G2</b> | <b>Please note: Data Protection</b>  |
|           | <p>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:</p> <ul style="list-style-type: none"> <li>• consult with the public, public bodies and other organisations,</li> <li>• carry out statistical analysis, research and development on environmental issues,</li> <li>• provide public register information to enquirers,</li> <li>• make sure you keep to the conditions of your permit and deal with any matters relating to your permit</li> <li>• investigate possible breaches of environmental law and take any resulting action,</li> <li>• prevent breaches of environmental law,</li> <li>• offer you documents or services relating to environmental matters,</li> <li>• respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)</li> <li>• assess customer service satisfaction and improve our service.</li> </ul> <p>We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.</p> |

|           |  |
|-----------|--|
| <b>G3</b> | <b>Please note: it is an offence to provide false etc. information</b>   |
|           | <p>It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else), to:</p> <ul style="list-style-type: none"> <li>• make a false statement which you know to be false or misleading in a material particular,</li> <li>• recklessly make a statement which is false or misleading in a material particular</li> <li>• intentionally to make a false entry in any record required to be kept under any environmental permit condition</li> <li>• with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.</li> </ul> <p>If you make a false statement</p> <ul style="list-style-type: none"> <li>• we may prosecute you and, if you are convicted, you are liable to a fine or imprisonment (or both).</li> </ul> |

|          |   |
|----------|---|
| <b>H</b> | <b>Declarations A and B for signing</b>   |
|          | <p><i>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.</i></p> |

| Declaration A  |  |
|--|--|
| <p>I/We certify</p> <p>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.</p> <p>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:</p> |  |
| Signature  |  |
| Name   |  |
| Position   |  |
| Date   |  |

| Declaration B   |  |
|---|--|
| <p>I/We certify</p> <p>that the information in this application is correct.</p> <p>I/We apply</p> <p>for a permit in respect of the particulars described in this application (including the listed supporting documentation) I/we have supplied.</p> <p><i>(Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.)</i></p> |  |
| Signature 1   |  |
| Name  |  |
| Position  |  |

|             |  |
|-------------|--|
| Date        |  |
| Signature 2 |  |
| Name        |  |
| Position    |  |
| Date        |  |