

Application for a Schedule 13A Small Waste Incineration Plant (SWIP) Permit

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

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a small waste incineration plant as defined in Schedule 13A 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:

Regulatory Services
Basingstoke and Deane Borough Council
Civic Offices
London Road
Basingstoke
RG21 4AH.

Email: pollution@basingstoke.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 this form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

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 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

Please send **the original and 1 copy** of the form and all other supporting material, to assist consultation. If you are submitting your application electronically, a single paper copy of the application must accompany your electronic data.

IED application form: to be completed by the operator

For Local Authority use

Application reference

Officer reference

Date received

A The basics

A1 Name and address of the installation

Name of the installation: _____

Address of the installation: _____

Postcode: _____ Telephone: _____

Ordnance Survey grid ref: _____

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

Reference no.	Issuing regulator	Type of permit

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

Operator name (e.g limited Co): _____

Registered office address: _____

Postcode: _____ Telephone: _____

Company registration number: _____

Principal office address: _____

Postcode: _____ Telephone: _____

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:

Holding Company name: _____

Registered office address: _____

Postcode: _____ Telephone: _____

Company registration number: _____

Principal office address: _____

Postcode: _____ Telephone: _____

A5 Who can we contact about your application?

Name & position: _____

Email: _____ Telephone: _____

B Site Plans

Please provide:

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

Document 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.

Document reference: _____

- A suitable plan showing the site drainage system and all discharge points to drainage or watercourses.

Document reference: _____

C Waste types and activities

C1 Waste types to be incinerated

Complete Table 1 to provide a complete list of waste types to be incinerated in the plant (use a separate sheet if required):

Table 1:

Waste code:	Description:	Source:	Quantity (T per annum)

Or document reference: _____

C2 Delivery and reception of waste

Provide a description of the proposed waste reception and handling arrangements, including:

C2.2 how you will prevent or minimise the pollution of land, air and water.

C2.3 how you will prevent or minimise noise and odour and other potential risks to human health.

C2.4 how the mass of received waste will be measured.

Document reference: _____

C3 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:

- C3.2 how you will check the documentation accompanying the waste.
- C3.3 how you will confirm the suitability of the waste for combustion, including physical and (as far as practicable) chemical information.
- C3.4 how you will determine the precautions to be taken in handling the waste.
- C3.5 the sampling of waste to be undertaken to check that the documentation is accurate.

Document reference: _____

D The small waste incineration plant

D1 Description of plant

Provide full details and specification of the incineration plant and describe how the plant is or will be designed, equipped and will be maintained and operated in such a manner that the requirements of Chapter IV of the Industrial Emissions Directive will be met, including all relevant emission limit values, taking into account the categories of waste to be incinerated or co-incinerated:

Document reference: _____

D2 Chimney height calculation and dispersion modelling

Provide a chimney height calculation and full dispersion modelling information for the appliance described above, calculated in such a way as to safeguard human health and the environment:

Document reference: _____

D3 Secondary combustion temperature and residence time

Provide a secondary chamber residence time calculation or equivalent information from the manufacturer and state how this will be demonstrated on commissioning:

Document reference: _____

D4 Energy recovery

Provide a description of the proposed energy recovery from the incineration process, including measures taken to recover the heat generated during the incineration process as far as practicable through the generation of heat, steam or power:

Document reference: _____

D5 Monitoring

Provide full 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 quantify in terms of mass emissions and emission limits in Annex VI of the Industrial Emissions Directive. If no monitoring has been undertaken please state this:

Document reference: _____

D6 Prevention of operation in certain circumstances

Describe how in the case of a breakdown or where the secondary combustion chamber temperature is less than 850°C you will reduce or closedown operations as soon as practicable until normal operations can be restored.

Detail the systems to be employed to prevent the feeding of waste into the plant until the secondary combustion chamber is at least 850°C during operation or in the event of the failure of waste gas cleaning systems:

Document reference: _____

D7 Minimisation of residues

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

Document reference: _____

D8 Disposal of residues

Provide a description of the techniques/measures to be used to dispose the residues which cannot be prevented, reduced or recycled in conformity with national and Union law:

Document reference: _____

D9 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:

Document reference: _____

D10 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:

Document reference: _____

E Management and training

E1 Competent persons

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:

Document reference: _____

E2 Environmental management systems

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:

- E2.2 the schedule of maintenance covering all plant and equipment at the installation.
- E2.3 record keeping systems covering the acceptance of waste, recording of maintenance, records of emission monitoring, training.
- E2.4 how employees are to be trained in their responsibilities in respect of compliance with the conditions of an environmental permit if it is granted.
- E2.5 notification of relevant bodies in the event of an incident or abnormal emissions.

Document reference: _____

F Application fee and annual charges

The application cannot be processed unless the correct application fee is enclosed or payment has been made by another means.

F1 Application fee

The application fee is **£3,218**. Cheques should be made payable Basingstoke and Deane Borough Council.

F2 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. 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.

Contact name & position: _____

Email: _____ Telephone: _____

Invoice address: _____

Postcode: _____ Telephone: _____

G Protection of information

G1 Any confidential or national security information 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. (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.)

Document reference: _____

G2 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.

G3 It is an offence to provide false or misleading 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- 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:

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: _____