



# Walsall Council

## Application for a permit to operate a Schedule 13 Small Waste Incineration Plant

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

### Introduction

#### **When to use this form**

Use this form if you are sending an application for a 'Schedule 13' installation to a Local Authority under the Environmental Permitting (England and Wales) Regulations ("the EP Regulations"). The EP regulations can be obtained from [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

#### **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, available at <http://www.defra.gov.uk/environment/quality/pollution/ppc/localauth/pubs/guidance/manuals.htm>. 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 are also advised to read Chapter IV of The Industrial Emissions Directive available at <http://ec.europa.eu/environment/industry/stationary/ied/legislation.htm>

#### **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:

*Walsall Metropolitan Borough Council*  
*Planning, Engineering & Transportation,*  
*Pollution Control,*  
*The Civic Centre,*  
*Darwall Street,*  
*Walsall, WS1 1DG*

*Email: [pollutioncontrol@walsall.gov.uk](mailto:pollutioncontrol@walsall.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 and the application reference number, if you have been given one, it 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.

**Submission**

This council would welcome electronic submissions but a single paper copy of the application must accompany your electronic data.

**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.

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

## **Section 1 INSTALLATION DETAILS**

**1.1** Name of the installation

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**1.2** Address of the site of the installation

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Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

If known, 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 permits:**

Please give details of any existing environmental permit or consent (for waste operations please include planning permission for the site, including established use certificates or a certificate of lawful existing use:

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## **Section 2 OPERATOR DETAILS**

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).

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

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Trading/business name (if different)

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Registered Office address

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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 ☐ if 'yes', state 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 us 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 \_\_\_\_\_

e-mail address \_\_\_\_\_

## **Section 4 Site Maps**

Please provide:-

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

Doc 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

Doc Reference \_\_\_\_\_

- 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. Further guidance regarding waste classification is available at: <https://www.gov.uk/how-to-classify-different-types-of-waste/construction-and-demolition-waste>. (Use a separate sheet if required.)

<b>Table 1 : Waste types to be incinerated</b>			
Code	Description	Source	Quantity (tonnes per annum)

Or Doc reference \_\_\_\_\_

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

- The precautions to be taken against the pollution of land, air and water;
- Precautions against noise and odour and other potential risks to human health;
- How the mass of received waste 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 you will check the documentation accompanying the waste;
- How you will confirm the suitability of the waste for combustion, including physical and (as far as practicable) chemical information;
- How you will determine the precautions to be taken in handling the waste; and
- 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.** Complete Table 2 and provide a full description of how the plant is or will be designed, equipped and will be maintained and operated in such a manner to comply with the requirements of Chapter IV of the Industrial Emissions Directive. This will include all relevant emission limit values, taking into account the categories of waste to be incinerated or co-incinerated:

<b>Table 2 : Description of plant</b>			
Manufacturer		<b>Proposed stack and discharge conditions</b>	
Model		Stack height (m)	
Year of manufacture		Efflux speed (m/s)	
Serial Number		Efflux temperature (°C)	
Thermal Input kW		Rate of incineration (kg/hr)	
<b>Secondary combustion chamber/afterburner</b>			
After burner fitted ?	Yes/No	Inlet temperature (°C)	
Residence time (s)		Outlet temperature (°C)	

Doc reference \_\_\_\_\_

**6.2 Chimney height calculation and dispersion modelling.** Provide a chimney height calculation and full dispersion modelling information for the plant calculated in such a way as to safeguard human health and the environment:

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 details 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 quantify in terms of mass emissions and emission limits detailed in Annex VI of the Industrial Emissions Directive. 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 into the plant until the secondary combustion temperature is at least 850°C or if the temperature falls below 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 \_\_\_\_\_

**6.10 Disposal of residues.** Provide a description of the techniques/measures to be used to dispose of residues that cannot be prevented, reduced or recycled.

Doc reference \_\_\_\_\_

## **Section 7 Management and Training**

**7.1 Competent person.** Describe how the person(s) who will be responsible for the day to day operation of the incineration plant will be selected, trained and how the 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 and 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 incident or abnormal emissions.

Doc reference \_\_\_\_\_

## **Section 8 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.

### **8.1 Application fee**

Either

I/We enclose a cheque payable to Walsall MBC for the application fee of £.....

Or, if you have made arrangements to pay by another method:

Payment of the fee of £.....has been made by [state method of payment]

\_\_\_\_\_

Please provide a reference for the payment \_\_\_\_\_

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.

## **8.2 Invoicing**

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:

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Postcode

Tel No

## **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 and Chapter 8 of the General Guidance Manual.

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 to exclude information on grounds 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,
- assess customer service satisfaction and improve our service.



## **Section 11 Offences**

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

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 12 Declaration**

**12.1 Previous offences** (delete whichever is inapplicable). Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.

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:

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Signature\_\_\_\_\_

Name\_\_\_\_\_

Position\_\_\_\_\_

Date\_\_\_\_\_

## 12.2 Signature of applicant

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.

For the application from:

Installation name: \_\_\_\_\_

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.*