# TEST VALLEY BOROUGH COUNCIL

Application for a Part A(2) permit

Environmental Permitting (England and Wales) Regulations 2016

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| Introduction |

When to use this form

If you are sending an application to a Local Authority under the [Environmental Permitting (England and Wales) Regulations 2016](https://www.legislation.gov.uk/uksi/2016/1154/contents) and the installation requires an integrated pollution control permit (known as a “Part A(2)” installation). This form is applicable to ‘Part A2’ installations only. There are separate forms for ‘Part B’ processes.

Before you fill in this form

Do please read relevant parts of the Defra [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/). Chapter 4 is about making an application, Chapter 6 is about how permits are decided, and Chapter 12 gives the meaning of Best Available Techniques (BAT). Other chapters introduce the Regulations and give information about various issues.You should also read the relevant [sector guidance note](https://www.gov.uk/government/collections/integrated-pollution-prevention-and-control-sector-guidance-notes) to see what standards and requirements are likely to be expected of your installation.

Pre-application discussions

It is advisable to talk to a member of the Council’s Environmental Protection team before you complete and submit your application. The officer concerned will check what type of permit you require and help guide you through the application process. To make contact initially and for advice, please contact the Environmental Protection team, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ; tel. 01264 368000; email. [envhealth@testvalley.gov.uk](mailto:envhealth@testvalley.gov.uk) .

Completing the application form

Please fill in as much of it as possible, check that it is signed at the end and send it (either hard copy or by email) to Test Valley Borough Council at the above address. An application fee is payable (see Defra’s Part A2 [fees and charges scheme](https://www.gov.uk/government/publications/permits-for-waste-incineration-fees-and-charges-for-applications) for details); the application cannot be processed until payment is received. The relevant fee is payable either by cheque payable to Test Valley Borough Council or by debit card payment (by calling our customer services team on 01264 368000 and quoting the account code H200-9521).

Other documents you may need to submit

You will need to send us various other documents; the application form tells you which ones. We ask that you label each separate document clearly with a reference number or description to be cross-referenced with the application form. The application also needs to include one or more plans clearly showing the location and boundaries of the installation (not required for mobile plant applications).

**Access to public information and confidentiality**

When making your application you should bear in mind that a copy of the application form, together with all accompanying documents submitted in support of the application, must be placed on a public register and will also normally be disclosable under freedom of information legislation. Avoid sending any sensitive information unless inclusion is necessary for purposes of the application. If required, you are advised to highlight to the Council any information which you consider to be sensitive, for commercial reasons or otherwise, and your reasons for believing that it should not be placed on the public register or otherwise disclosed upon request. Any information you consider to be sensitive should be marked as such and sent in a separate document to other application documents. You will be informed if the Council agrees to withholding the information from the public register; note that there are very limited reasons only for doing so. See chapters 8 and 29 of the Defra [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/) for further information.

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

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| A The basics  A1 Name and address of the installation   |  | | --- | | Postcode Telephone |   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).)*   |  | | --- | | 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?   |  | | --- | | Name + position  Tel  Email | |

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| B The installation  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](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/)     |  |  | | --- | --- | | Main activities | Section in Schedule 1 to the EP Regulations | |  |  | |  |  | |  |  |  |  |  |  | | --- | --- | --- | | Directly-associated activities | Schedule 1 references (if any) | | |  | |  | |  | |  |   B2 Why is the application being made?   |  | | --- | |  |   new installation     |  | | --- | |  |   change to existing installation means it now needs a permit  B3 Site maps  Please provide:-   * A location map showing with a red line round the boundary of the installation   Doc reference   * A site plan or plans showing where all the relevant activities are on site, including storage areas, emission/discharge points, and site drainage   Doc reference |

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| C The details  C1 How will the installation operate?  Doc reference:  C2 Releases, techniques and monitoring?  What pollutants (including odour) and how much are expected to 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 identified by a risk assessment. (*Using process flow diagrams may help to simplify this.*)  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?  Doc Reference:  C3 Groundwater discharges?  What discharges will there be of List I or List II substances? How will the Groundwater Regulations be complied with?  Doc Reference:  C4 Raw materials, water etc?  What raw and auxiliary materials, other substances and water do you propose to use?  Doc Reference:  C5 Waste?  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*).  Doc Reference:  C6 Energy?  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.  Doc Reference:  C7 Noise and vibration?  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.  Doc Reference:  C8 Site report?  Please provide a site report in line with Chapter 18 of the [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/).  Doc Reference:  C9 How will the installation be returned to a satisfactory state?  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?  Doc Reference:  C10 Environmental management?  What environmental management procedures and policy will you deploy?  Doc Reference:  C11 Impact on the environment?     1. what are the potential significant local environmental effects (including nuisance) of the foreseeable releases? 2. 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 [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/) ) 3. 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   Doc Reference: |

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| D Non-technical summary  Please provide a non-technical summary of the information required above.  Doc Reference:  E Anything else?  Please tell us anything else you would like us to take account of.  *Doc Reference*  F Application fee  You must enclose the [relevant fee](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/charges-risk/) with your application. If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.   |  | | --- | |  | |

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| G Protection of information  G1 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](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/) 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.)*  Doc Reference  G2 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.  G3 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- 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 \_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_