

Environmental Protection Act 1990

**APPLICATION FOR AUTHORISATION TO CARRY ON A PRESCRIBED
PROCESS
UNDER THE ENVIRONMENTAL PROTECTION ACT 1990, PART 1
SECTION 6**

Before completing this form you should read the General Guidance notes and Process Guidance notes for your process.

1. (a) Process for which authorisation sought

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(b) Is this an application for mobile plant? Yes / No

2. (a) Name, address and telephone number of applicant (or address of applicant's principal place of business if application is for mobile plant)

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Telephone No.

(b) Name, Companies House Registration number and registered office of applicant company (if applicable)

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Telephone No.

[This should be the person/company who will operate the process and not, for example, the person or consultant who is submitting the application on the operator's behalf]

(c) Address for correspondence and telephone number if different from (a) or (b) above

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Telephone No.

3. (a) Name and address of premises where process is or will be carried on (not applicable to mobile plant)

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Telephone No.

(b) Name and telephone number of person to contact at premises

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(c) If the process is not existing, please give the date on which it is intended that the process will commence

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4. List maps and plans enclosed with this application showing the location of the premises where the process will be carried on

You need to provide three copies of:

- (a) a location plan to the scale 1:25,000 showing the site to which the application relates, together with the surrounding area within 2km of every boundary of the site;**
- (b) a scale layout plan of the site showing position of relevant operations, machines, emission points, etc;**
- (c) a schematic flow chart of the entire process operation.**

5. Where the process is or will be operated on only part of the premises whose address is given in answer to question 3 above:

Provide the name/ description of those parts of the premises, or detail the plan(s) which identifies those parts

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6. The Act and Regulations require that all applications must include the following information:

(a) a detailed description of the process(es) and the technology involved, including:

- schematic or technical diagram/s of the process(es);
- confirmation of whether process(es) are batch or continuous, and if intermittent the duration and frequency with which they are carried on;
- details of all plant and equipment used (type, make, model, serial number, year of installation, design capacity, normal operating capacity, recording and indicating devices, controls, alarms, etc). Copies of the manufacturer's technical literature should be provided;
- a description of the fuels, raw materials and wastes produced, including where possible a chemical analysis;

- details of arrangements for the handling and storage of raw materials, wastes and finished products, including structural details, cleaning arrangements, methods for containing and dealing with spillages, odour control methods, drainage and disposal arrangements and vehicle cleaning arrangements as appropriate;
- details of preventative maintenance arrangements including stocks of spares and consumables held and procedures for dealing with malfunctions or breakdowns;
- details of all chimney/flues and vents, including height, position, materials, insulation and details of any design calculations used to determine their height;
- details of staffing levels, supervision and training;

(b) a list of the prescribed substances (and any other substances which may cause harm if released into the air) which will be used with, or which will result from the carrying on of that process;

(c) a description of the techniques to be used for preventing release into the air of substances listed in (b) or for reducing such substances to a minimum and for rendering harmless any such substances that are released;

for this you need to provide a list of all air pollution control measures for all stages of the process, from the receipt of raw materials to the dispatch of wastes and finished products;

details of the process control, abatement technology and operational data should be provided showing how the Best Available Techniques will be achieved.

(d) the details of the source, nature and amount of current and anticipated emissions to air from the process;

(e) an assessment of the likely environmental consequences of any emissions to air, in particular where there is any departure from the relevant Process Guidance Note or where processes are situated in or near centres of population or Sites of Special Scientific Interest or where one of several alternative methods of control has been selected;

(f) the details of existing and proposed methods of monitoring, sampling and measurements of emissions to air. Copies of sampling/monitoring records or reports are to be included whenever possible. Applicants should provide details as to which emissions are to be monitored and how and when this will be done;

(g) details of any existing proposals to upgrade the process in accordance with the relevant Process Guidance Note where these are not currently met, or any proposals for improvements which might prevent or reduce emissions;

(h) details of any additional information which you wish the local authority to take into consideration;

(i) make clear any information which is commercially confidential.

Please list all documents enclosed with this application which provide the above information. Please provide three copies of each document.

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7. Name of the local newspaper(s) in which it is proposed to advertise the application

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8. The amount of fee enclosed

Cheques should be made payable to ROTHER DISTRICT COUNCIL

I hereby certify that all the information and accompanying documentation contained in this application is, to the best of my knowledge, correct. I understand that it will form part of the Public Register.

.....
(Signature)

.....
(Name and capacity in which signing - typed or in block capitals)

.....
(Date)

Fees as at April 2003

£1303 in the case of initial applications*

£812 Annual subsistence charge*

- Subject to certain exceptions, full details of which are obtainable from the Local Authority
- The annual subsistence charge may be paid in quarterly instalments. Where this is the case the amount payable will be increased by £30.

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Please complete and return this form together with the correct fee to:-

Environmental Health Service
Rother District Council
14 Beeching Road
Bexhill on Sea
East Sussex
TN39 3LG