



Derry City & Strabane
District Council

Comhairle
Chathair Dhoire &
Cheantar an tSratha Báin

Derry Cittie & Strábane
Destríck Cooncil

The Environment (NI) Order 2002

**Pollution Prevention and Control (Industrial Emissions) Regulations (NI) 2013
(as amended)**

Application for Variation of Permit Conditions

Part C Variation Form

Application for Variation of Permit Conditions

Local Air Pollution Prevention and Control
Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013 (as amended)

Introduction

When to use this form

The Pollution Prevention and Control regime is known and referred to as Local Air Pollution Prevention and Control (LAPPC). Installations permitted under this regime are known as Part C installations. Use this form if you already have a permit and wish to vary the permit conditions or wish to make a change to your installation.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Department of the Environment's General Guidance Manual on Policy and Procedures for Part C Installations and available at <https://www.daera-ni.gov.uk/sites/default/files/publications/doe/pollution-guidance-policies-procedures-partC-installations.PDF>

This Manual 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 Process Guidance Note which has been enclosed with this application form.

The PPC Regulations can be viewed on the following website: www.legislation.gov.uk

Which parts of the form to fill in

You should fill in as much of this form as possible and when complete return to:

*Environmental Health Service
Derry City and Strabane District Council
47 Derry Road
Strabane
BT82 8DY*

*Environmental Health Service
Derry City and Strabane District Council
98 Strand Road
Derry
BT48 7NN*

Other documents you may need to submit

There are number of other documents you may need to send us with your variation application. Each time a request for a document is made in the 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 your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the 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- not relevant for e-applications

Please send the original and 3 copies of the form and all other supporting material, to assist the Council in conducting any necessary consultation process.

If you need help and advice

We have made the form as straightforward as possible, but please get in touch with us if you need any advice on how to set out the information we need.

Tel: (028) 71 253 253

Email: environmentandneighbourhoods@derrystرابane.com

PPC Variation Form

For Council use only:

Installation Reference:

Officer Reference:

Date received:

A1 Applicant Details

A1.1 Name of the installation

A1.2 Please give the address of the site of the installation

Postcode

Telephone

A1.3 Permit reference number

A2. The Operator

Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number

A3. Who can we contact about your application for a variation?

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 rather than the operator.

Name

Position

Address

Postcode

Telephone number

Fax number

E-mail address

B1 About the Installation

Please fill in the table below with details of all the current activities and proposed activities at the whole installation.

In **Column 1, Box A - Activities in the Stationary Technical Unit**

Please identify all activities listed in Schedule 1 to the PPC Regulations that are carried out in the stationary technical unit of the installation.

In **Column 1, Box A(i) - Proposed new activities in the Stationary Technical Unit**

Please identify all activities listed in Schedule 1 to the PPC Regulations that are proposed to be carried out in the stationary technical unit of the installation.

In **Column 1, Box B - Directly associated activities**

Please identify any directly associated activities that are carried out on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In **Column 1, Box B(i) - Directly associated activities**

Please identify any directly associated activities that are proposed, to be carried out on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In **Column 2, Both Boxes A and B** - Please quote the Section number, then paragraph and subparagraph number as shown in Part 1 of Schedule 1 to the PPC Regulations. For example, *the Treatment of Animal and Vegetable Matter and Food Industries* would be listed as Section 6.8, Part C(a).

B1.1 Installation table for variation of permit conditions

COLUMN 1	COLUMN 2
Box A Activities in the Stationary Technical Unit (S.T.U.)	Section in Schedule 1 of the PPC Regulations
Box A(i) Proposed new activities in the S.T.U.	Section in Schedule 1 of the PPC Regulations

Box B Directly associated activities	Section in Schedule 1 of the PPC Regulations
Box B (i) Proposed new directly associated activities	Section in Schedule 1 of the PPC Regulations

B1.2 Why is the variation application being made?

- Specific permit conditions will require amending (Regulation 19(2))
- We are unsure whether the proposed changes will require a variation and wish the District Council to advise on this (Regulation 18).

B1.3 Site Maps

Please provide:

- A suitable map showing the location of the installation clearly defining extent of the installation in red and indicating the extent of the installation affected by the proposed change

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, indicating which activities will be affected by the proposed change

Doc Reference _____

- A suitable plan showing the site drainage system and all discharge points to drainage or water courses indicating which will be affected by the proposed changes.

B2 The Installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the PPC Regulations are met.

B2.1 Describe the proposed change to the installation and activities and identify the foreseeable emissions to air from effecting this change (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Doc Reference: _____

B2.2 Once all foreseeable changes in emissions as a result of the proposed change have been identified each emission should be characterized (including odour) and quantified.

Atmospheric emissions should be categorised under the following;

- (i) Point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- (ii) Fugitive source (e.g. from stockpiles / storage areas).

Doc Reference: _____

B2.3 For each emission which will be affected by the proposed change describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions.

Doc Reference: _____

B2.4 Describe the proposed measures for additional monitoring of all identified emissions as a result of the proposed change.

Doc Reference: _____

B2.5 Describe the effect the proposed change will have on your environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B2.6 Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B2.7 Additional information

Please supply any additional information which you would like us to take account of in considering this variation application.

Doc Reference _____

C1 Fees and Charges

C1.1 Application Fee

The enclosed charging scheme leaflet outlines the variation charges in the relevant financial year where applicable. Your application cannot be processed unless the correct fee is enclosed.

Please state the amount enclosed as a fee for this variation application.

£ _____ (cheques should be made payable to Derry City and Strabane District Council)

Alternatively you may make payment directly by telephone (Tel: 7137 6627) or via online banking to Danske BAC 40026018, sort code 95-07-97 with your company name and permit number as a reference.

Please indicate if you have made payment directly by entering the date and reference on your payment: _____

C1.2 Annual charge

The application or granting of a permit variation will not affect the level of your annual subsistence charge, nor the requirement to pay it.

C2 Commercial Confidentiality

C2.1 Is there any information in the application for a variation that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the PPC regulations.

Doc Reference _____

C2.2 Is there any information in the application for a variation 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 variation application form to the Secretary of State for a Direction on the issue of National Security.

C3 Declaration

These declarations should be signed by the person listed in the answer to Question A2.1. Where more than one person is identified as the operator, all parties 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 or body corporate.

C3.1 Previous Offences (delete whichever is inapplicable)

I / We certify

EITHER

As evidence of my/our competence to operate this installation in accordance with the PPC Regulations, no offences have been committed in the previous five years relating to the environment or environmental regulation.

OR

The following offences have been committed in the previous 5 years which may be relevant to my / our competence to operating this installation in accordance with the Regulations:

Signature _____

Name _____

Position _____

Date _____

C3.2 Signature of current operator(s)*

It is an offence under Regulation 36 of the PPC regulations, for the purpose of obtaining a variation to 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

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).

I / We certify that the information in this variation application is correct. I / We apply for a permit in respect of the particulars described in this variation application (including 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.

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

C4 Data Protection

We have a legal requirement to ask for this information. The information you give will be used by the District 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.

We will only retain this information for as long as is legally required and in line with the Council's Retention and Disposal Schedule.

For further information on your rights, as an individual, go to our website:
<http://www.derrystرابane.com/Footer/Privacy-Policy>