



# CASTLEREAGH BOROUGH COUNCIL

## Environmental Services

Civic & Admin Offices, Bradford Court, Upper Galwally, Castlereagh  
Telephone No: (028) 9049 4640 Fax No: (028) 9049 4625

### INDUSTRIAL POLLUTION CONTROL (NI) ORDER 1997

## APPLICATION FOR AUTHORISATION

#### PART 1 - ADMINISTRATIVE INFORMATION ABOUT THE OPERATOR

1. **Name of Applicant** who will carry on the Process

2. **Registered Address** of Applicant

Postcode

3. **Company's Registration Number** (where appropriate)

and where the Applicant is a subsidiary of a holding company, the name of that holding company.

4. **Type of Organisation**

Tick one choice as most appropriate

Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Limited Liability Company	<input type="checkbox"/>	Public Limited Company	<input type="checkbox"/>
District Council	<input type="checkbox"/>	Private Hospital	<input type="checkbox"/>
Educational Establishment	<input type="checkbox"/>	NHS Trust	<input type="checkbox"/>
NHS Hospital	<input type="checkbox"/>	Government Department	<input type="checkbox"/>
Non Government Public Body	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>

5. **Address of Premises** where the process is to be carried out


Postcode

**6. Application Form Contact**

Please provide details of the proposed contact on matters relating to the content of this application form.

Name	
Post/Position	
Office Address	
Postcode	
Telephone:	Fax:

**7. Operational Contacts**

Please provide details of the principal contact on matters relating to the operation of the process if other than as 6 above.

Post/Position	
Office Address	
Postcode	
Telephone:	Fax:

**8. Invoice Contact**

Please provide details of the contact on matters relating to the payment of invoices and the address to which they should be sent.

Post/Position	
Office Address	
Postcode	
Telephone:	Fax:

**9. Application Fee** (This application must be accompanied by the correct fee)

9.1 Payments should be made by cheque made payable to Castlereagh Borough Council and endorsed "A/C Payee Only: Not Negotiable".

9.2 Fee submitted with this application

9.3 Any company purchase order or other reference you wish to be used in relation to this application

10. **Schedule reference number and process type:** (see The Industrial Pollution Control (Prescribed Processes and Substances) Regulations (NI) 1998)

11. **Mobile plant**

11.1 Is this an application for a mobile process? YES / NO

11.2 If Yes, in which Council area will the process be located?

12. **Existing Authorisation**

12.1 Is this an application to change an existing Authorisation for a process prescribed as a Part C process under The Industrial Pollution Control (Prescribed Processes and Substances) Regulations (NI) 1998?

YES / NO

12.2 If yes, please provide the reference number of the Authorisation and the date it came into effect.

13. **Public Access to Information - commercially confidential information**

13.1 Is there any information in the application that you can justify being kept from the Public Register on the grounds of commercial confidentiality?

YES / NO

If "Yes", please detail on separate sheet.

**NOTE:**

**All information contained within this application will be made available to the public unless there is a request to withhold any of it. Any such request should provide a full justification for the information being withheld. The Council will determine whether or not your claim is justified. You will have the right of appeal to the Department of the Environment for Northern Ireland or to withdraw the application.**

13.2 If this is an application to vary an existing Authorisation, does the existing Authorisation contain information which has been determined to be commercially confidential?

YES / NO / NOT APPLICABLE

14. **Public Access to Information - National Security**

14.1 Is there any information in the application which you believe should be kept from the public register on the grounds of National Security?

YES / NO

14.2 If "Yes", have you applied to the Secretary of State for a direction on the issue?  
YES / NO

If so please enclose a copy of the application.

14.3 If this is an application to vary an existing Authorisation, does the existing Authorisation contain information which the Secretary of State has determined should be excluded from the public register in the interest of National Security?

YES / NO / NOT APPLICABLE

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

**PART II - DESCRIPTION OF PRESCRIBED PROCESS AND OTHER REQUIRED INFORMATION**

Information is required for all of the following subject areas related to the prescribed process (see relevant notes for further guidance A.P.5).

This information is to be compiled and attached to this application form on separate sheets of paper.  
*Note 1*

16. List of maps or plans enclosed with the application showing the location of the premises where the process will be carried on.

(a) Location of premises *Note 2*

(b) Site plan and layout *Note 3*

(c) Floor plan of premises *Note 4*

Where the process is or will be carried on in only part of the premises whose address is given at 5 above, either describe which part of the premises or list the plan(s) which identifies these parts

17. Description of the Premises *Note 5*

18. i) Description of the prescribed process *Note 6*

- ii) Description of the plant *Note 7*
- iii) A list of prescribed substances, and any other substances which might cause harm if released into the air, which will be used in connection with, or which will result from, the carrying on of that process. *Note 8*
- iv) A description of the techniques to be used for preventing releases into the air of prescribed substances, for reducing such substances to a minimum and for rendering harmless any substances that are released. *Note 9*
- v) Details of any current and proposed release of prescribed substances into the air, and an assessment of the environmental consequences. *Note 10*
- vi) Proposals for monitoring any release of such substances, the environmental consequences of any such release, and the use of any techniques described in accordance with (iv) above. *Note 11*
- vii) The matters on which the applicant relies to establish that the objectives set out in Article 7(2) of the 1997 Order will be achieved, and that he will be able to comply with the general condition implied by Article 7(4). *Note 12*

19. You may also supply any other information you wish to take into account in relation to this application. *Note 13*

**20. Declaration**

I hereby declare that the information contained in this application is, to the best of my knowledge, correct.

Signed (by, or on behalf of, applicant)	
Name: (CAPITALS)	
Position in Organisation:	
Date:	

**NOTE: It is an offence under Article 23(1)(h) of the Order to provide false or misleading information.**

## **INDUSTRIAL POLLUTION CONTROL (N.I.) ORDER 1997**

### **APPLICATION FOR AUTHORISATION OF A PRESCRIBED PROCESS**

#### **GUIDANCE NOTES TO ASSIST WITH COMPLETION OF PART II OF THE APPLICATION FORM**

These notes are designed to be read before completion of the Application Form for authorisation of a prescribed process under Article 6 of the Industrial Pollution Control (N.I.) Order 1997, and in conjunction with the General Information A.P.2 supplied with the application form.

#### **Note 1**

Provide the relevant information for each subject area indicated on the application form on separate sheets of paper attached to it; the top sheet for each subject area should clearly be headed with the subject in question e.g. 18(i) Description of the prescribed process. The following notes give general advice as to the content of the information required for each of the subject areas listed in questions 16 - 19 of the application form.

You are also advised to have regard to the relevant Process Guidance Note, published by the Department of the Environment for (N.I.) for the particular prescribed process you are/intend to be operating. The extent of detailed information needed will obviously vary according to the complexity of the process concerned.

#### **Note 2**

Provide a map of the location of the premises from which the process is being/will be operating, showing other buildings in the surrounding area. An extract of an ordnance survey (O.S.) sheet of a suitable scale e.g. 1 : 1250, would be ideal. Clearly indicate the process site boundary.

#### **Note 3**

Provide a plan of the site of the premises from which the process is being/will be operating, showing the relative positions of buildings, access routes etc annotated to show their main functional uses e.g., office, store, boiler house etc. Clearly indicate the process site boundary.

#### **Note 4**

Provide a floor plan of any building(s) or plant room(s) in which the prescribed process (or part) is/will be operating, showing the relative position of plant and equipment and annotated accordingly.

#### **Note 5**

Give a brief description of the premises as a whole from which the prescribed process is/will be operating including a functional description of buildings, plant etc, and also the type of construction of any relevant buildings. This information should complement any plan provided and need not unnecessarily duplicate information already given.

#### **Note 6**

The district council will need to know the precise nature of the process they are being asked to authorise. You should therefore, describe the process in sufficient detail to allow the district council to examine and understand all stages of the process, from the receipt of raw materials to the despatch of wastes and finished products. This might include a description of the fuel and raw materials to be used and the maximum production capacity etc. It might also be helpful to attach a process diagram to illustrate the various stages of the process, from start to finish.

#### **Note 7**

Especially for complex process, a description of the plant and/or plan of the plant should form part of the application.

#### **Note 8**

Prescribed substances for release into the air are those listed in schedule 4 of the Industrial Pollution Control (N.I.) (Prescribed Processes and Substances) Regulations (N.I.) 1998. An extract of schedule 4 is attached at Appendix 2 (A.P.3) for your information. You should list all substances that have been described and others which might cause harm if released into the air, arising from, or used in the process. You should use the full chemical name where possible of any substance, and/or any trade or common name where appropriate.

#### **Note 9**

Provide a description identifying potential sources of emissions of prescribed substances to air, and proposed techniques to be employed to prevent or reduce any such substances released, or for rendering them harmless, in accordance with the principles of B.A.T.N.E.E.C. (best available technique not entailing excessive costs). In considering which techniques to be utilised, you are strongly recommended to consult the relevant process guidance note. Your description should include the height and location of any stacks, flues or vents, and the relevant abatement technology to be used together with any reasons for selecting the proposed abatement options. Please note that 'techniques' includes reference to the number, qualifications, training and supervision of persons employed in the process, the design, construction, layout and maintenance of the buildings in which it is carried on (in addition to references to any technical means and technology), and the contingency arrangements for process breakdown.

**For existing processes fully describe the abatement techniques currently being used and any interim improvements to control pollution emissions up to basic standards (refer to relevant**

**process guidance note).** Where the relevant process guidance note identifies a short upgrading timetable, the application should also include the proposals for the necessary improvements. In other cases, you may wish to submit a separate application for variation of any authorisation conditions issued, for the later improvement (the individual process guidance note will indicate a timetable for such submissions).

#### **Note 10**

Details of the source, nature and amount of current and/or anticipated air emissions from the process may be contained in the general process description, but if not, they should be included here. The applicant should ensure that all significant contained and uncontained (fugitive) emission sources from the process are identified.

With regard to the assessment of the likely environmental consequences of any emissions to air, it may be unnecessary for you as the applicant to include a detailed environmental assessment, where the proposals contained in your application are fully in line with the relevant process guidance note. In other cases, particularly where you propose to depart significantly from the advice contained in the process guidance notes, you should include a justification of your proposal from the point of view of its likely environmental impact.

There is no statutory form that the assessment or appraisal must take; they will not normally need to be extensive documents. Rather, applicants should aim to demonstrate that their proposal achieves the B.A.T.N.E.E.C. objective set out in Article 7 of the 1997 Order.

#### **Note 11**

Provide details of any current/and proposed monitoring, sampling and measurement of emissions of any prescribed substances. In identifying the main sources of emissions from the processes, applicants should put forward proposals as to which emissions should be monitored, and how and when this should be done.

The use of any techniques for abatement of these emissions should also be described, if not included in your answer to 18(iv) of the application.

#### **Note 12**

The objectives are referred to in Article 7(2) of the 1997 Order as set out in Appendix 3. If you intend to fully adopt the techniques described in the relevant process guidance notes, your submission here can be brief, and to that effect. If not you should substantiate how you propose to meet the specified objectives as far as possible.

#### **Note 13**

Include here any information you consider relevant to your application for authorisation which is not detailed elsewhere within it, and which you want to bring to the district councils attention as part of your application.

