**Pollution Prevention and Control (Scotland) Regulations 2012**

**Landfill (Scotland) Regulations 2003**

**Application form for a Variation to a Part A Landfill Permit**

**[PPC-A-F-Var(L)]**

For information on accessing this document in an alternative format or language please contact SEPA by email at equalities@sepa.org.uk

If you are a user of British Sign Language (BSL) the Contact Scotland BSL service gives you access to an online interpreter enabling you to communicate with us using sign language: <http://contactscotland-bsl.org/>

# How we use your personal information

Under the Data Protection Act 2018 (DPA 2018), we must have a legal basis for processing your information – in this case, processing personal information is necessary to perform our statutory duties (‘Public Task’).

Some of the ways in which we collect and use the information may be through:

* granting and administering of authorisations and maintaining registers
* investigating environmental complaints
* undertaking formal enforcement action
* maintaining our own accounts and records

The personal information we collect, and use may include the following: name; address, including postcode; email address and telephone number. SEPA is required, by law, to organise and maintain public registers, and make these registers available for public inspection.

We do this by collecting and using the personal information that applicants (or their agents) share in their applications for SEPA authorisations including permits.

After the application form has been processed, some of the information from the form is added to the public register and becomes available for public inspection. Signatures, personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g., for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the [SEPA Data Protection Policy.](https://www.sepa.org.uk/media/162623/bps003-data-protection-policy.pdf)

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at: [sepa.org.uk/help/privacy-policy/](http://www.sepa.org.uk/help/privacy-policy/)

# Introduction to Pollution Prevention & Control (PPC) Part A Permitting

### When to use this form

There are three potential types of variation:

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| --- | --- |
| **Administrative variation** | Administrative Variations have been introduced by our charging scheme, please refer to our charging guidance for examples.**Please use our Administrative Variation Application Form.** |
| **Standard Variation** | A standard variation applies unless it is clearly an administrative or substantial variation. |
| **Substantial Variation**  | Please refer to SEPA’s guidance “IED-TG-03 Identifying a substantial change variation” to help identify if your proposed change is substantial. |

This form **must not** be used for **administrative variation** applications or to **vary landfill management plans**.

Use this form to apply for **standard** and **substantial** variations to an existing landfill permit i.e. an installation where any activities listed under the heading “Part A” in section 5.2 of Part 1 of Schedule 1 of the Pollution Prevention and Control (Scotland) Regulations 2012 (“the PPC Regulations”) are to be carried out.

If you intend to vary or add any other activities listed in any section of Part 1 of Schedule 1 or Schedule 2 of the PPC Regulations to your existing permit, these variations should also be made using this application form.

This form should **not** be used for the following purposes:

* Reducing the area of land covered by the existing installation boundary in your current permit – this would require a partial surrender.
* Changing the operator of the existing permit – this would require a transfer or partial transfer.

### Why SEPA requires the information requested

The information you provide will be used to determine your application. If SEPA is minded to grant your application, your permit will include conditions based on the general principles contained in the PPC regulations.

Our assessment will also include being satisfied that you will be the person in control over the operation of the installation and that you will ensure that the installation will be operated to comply with the conditions which will be included in your permit.

### Before you start to fill in the form

For an overview of the requirements of the PPC Regulations, the Part A application process, please refer to SEPA guidance “[IED-PPC-TG4 – A practical guide for Part A activities](https://www.sepa.org.uk/media/335958/ied-ppc-tg4-ppc-part-a-practical-guide.pdf)”.

It is important to note that guidance can be found in many sources:

* [SEPA landfill page](https://www.sepa.org.uk/regulations/waste/landfill/#:~:text=Technical%20guidance%201%20Guidance%20on%20monitoring%20of%20landfill,technical%20guidance%20note%20on%20capping%20for%20landfill%20sites) contains links to a variety of landfill specific guidance.
* [SEPA PPC guidance webpage](https://www.sepa.org.uk/regulations/pollution-prevention-and-control/guidance/) which contains guidance on a wide range of subjects from PPC, site reports, monitoring, noise, odour, best available techniques and sector specific guidance.
* If your proposed installation will be carrying out Waste Management Activities useful guidance may be found on our [waste webpages](https://www.sepa.org.uk/regulations/waste/guidance/)
* If your proposed installation will involve any discharges to water, further information can be found in our [water pollution control webpages](https://www.sepa.org.uk/regulations/water/pollution-control/pollution-control-guidance/).
* [CIRIA](https://www.ciria.org/) Construction Standards, particularly in relation to bunding and SUDs.

We strongly recommend that you contact SEPA’s Landfill Regulation Team (landfill@sepa.org.uk) early in the process of developing your installation to discuss your proposals. Officers can ensure that you are applying for the correct level of authorisation and direct you towards the relevant technical guidance you are required to comply with, avoiding delays during the determination process.

### Which parts of the form do I need to complete?

Sections 1 to 15 of the form, and Appendices 1 to 3, must be completed by all landfill applicants.

If the applicant intends vary the permit to include a medium combustion plant as part of the landfill installation then they should also complete Appendix 4.

If the applicant intends to vary the permit to include any other Part A activities on the same installation as the landfill, then they should complete Appendix 5.

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| **Appendix 4:**Medium Combustion Plant | Activities defined under Schedule 1, section:1.1 Part B (c) and (d) |
| **Appendix 5:**All other PPC activities | All other activities defined in Schedule 1 of the PPC Regulations except landfilling. |

### When submitting information

Please ensure the following:

* All documents submitted with your application are clearly labelled.
* All drawings must be to recognised scales sufficient to show the following details specified below:
	+ title of drawing;
	+ date the drawing was made;
	+ drawing identification number; and
	+ scale of the drawing
* An appropriate reference to each document or drawing is entered in each relevant part of your application form.
* Any continuation sheets are clearly labelled and that an appropriate reference to these is entered in each relevant part of your application form.
* All documents created by you or on your behalf and submitted with your application include a date and version number.

### Application fee

Application fees are published in SEPA’s Charging Scheme, which is updated annually.

Please note that, for large and complex applications, SEPA may apply a “large and complex activity” charge to your application which will include charging for the pre-application stage.

Please see our Charging Scheme and associated guidance for further information.

### Where to apply

Please return this form together with all supporting information and correct payment, by email to: registry@sepa.org.uk or to the following address:

SEPA

Angus Smith Building

6 Parklands Avenue

Motherwell

ML1 4WQ

We recognise that an application for a Part A permit requires a lot of supporting information. SEPA’s Registry team can accept emails up to 100 MB. If your application is larger than this, please contact us to discuss suitable arrangements for submission of your application.

### After you apply

You will receive confirmation that we have received your application.

For any queries please contact SEPAs Landfill Team (landfill@sepa.org.uk)

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| **Section 1: About the operator** |
| **Guidance note:** The operator is the person who has control over the operation of the installation or plant.If you are a company or a partnership please provide the registered official address for your company or partnership. |
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| **1.1** | **Please provide details of the operator below:** |
| Contact Name: |  |
| Registered name (if applicable): |  |
| Company number (if applicable): |  |
| Address: |  |
| Postcode: |  |
| Phone number: |  |
| Email address: |  |
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| **Section 2: Authorised contact** |
| **Guidance note:**The Authorised Contact is the person authorised to be contacted by us in relation to your application. This can be an agent or a consultant with the relevant authority to act on your behalf.  |
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| **Please provide the information requested below:** |
| **2.1** | **Who can we contact about your application?** |
| Name: |  |
| Company (if different to applicant): |  |
| Position: |  |
| Address: |  |
| Postcode: |  |
| Phone number: |  |
| Email: |  |

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| Section 3: About your proposed installation |
| **Guidance note:**Under regulation 2 of the PPC Regulations, your installation comprises a stationary technical unit where one or more of the activities listed in Schedules 1 or 2 of the PPC Regulations (“regulated activities”) are carried out, and any other location on the same site where any other “directly associated activities” are carried out. For further information please refer to SEPA guidance IED-PPC-TG04 PPC Part A Installation: Guide for Applicants. |
|  |
| **Please provide the information requested below:** |
| **3.1** | **Details of installation** |
| Permit Number: |  |
| Previous Variations: |  |
| Name of installation: |  |
| Address: |  |
| Postcode: |  |
| National Grid Reference: [NGR Tool (sepa.org.uk)](https://map.sepa.org.uk/ngrtool/) |  |  |  |  |  |  |  |  |  |  |  |  |
| SIC reference: |  |
|  |
| **3.2** | **Are you applying for a standard or substantial change in operation?** |
| **Guidance note:**Please refer to SEPAs guidance IED-TG-03 Identifying a Substantial Change Variation for further information. |
| Please choose: | Choose an item. |
|  |
| **3.3** | **Give the details of any existing SEPA authorisations for the site:**  |
| If the site already holds other SEPA authorisations such as the following, please provide the authorisation number(s) and a copy of the authorisation(s):* PPC permit or part/multi-operator permit(s).
* IPC permit or APC authorisation.
* Waste Management Licence or exemptions.
* Water discharges under Controlled Activities Regulations.
* Environmental Authorisation – Radioactive Substances activity.
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| Document reference(s): |  |
|  |
| **3.4** | **Is the installation on a site for which a nuclear site licence is required under Section 1 of the Nuclear Installations Act 1965?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
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| **3.5** | **Is the installation on, or near, a site which requires notification under Control of Major Accident Hazards (COMAH) Regulations 2015?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If “**Yes**” provide any relevant information obtained or conclusion arrived at in relation to a safety report within the meaning of part 3 of the COMAH regulations. |
| Document Reference: |  |

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| Section 4: About your pre-application discussion |
| **Guidance note:**Pre-application discussions with SEPA can help to ensure that the application you submit is complete and duly made, and to avoid potential delays in the determination process. These discussions can include, for example: * Which regulated activities and directly associated activities should be referred to in your application.
* Appropriate corresponding references to BAT.
* The scope of modelling or on-site monitoring required.

Early engagement with SEPA is strongly recommended should you consider that your installation will meet the definition of a low impact installation or should you have any particular concerns as to whether your installation will be able to operate in accordance with BAT.  |
|  |
| **Please provide the information requested below:** |
| **4.1** | **Pre-application discussions:** |
| If you have had any pre-application discussions with us before submitting your application, please provide the name of the officer discussions were held with and provide a summary of the discussions on a separate sheet: |
| Officer name: |  |
| Document reference: |  |
|  |
| **4.2** | **Have there been any changes to your proposal since these discussions?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes’**, highlight changes made since initial pre-application discussions. |  |

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| Section 5: About your proposed variations to the permit |
| **Guidance note:**In the following questions please provide detail regarding the proposed changes to your activities, this information should include as a minimum:* A description of the change(s) in operation(s) requiring the variation.
* An indication of the variations to the conditions in the permit that you wish us to make.
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| Please provide the information requested below: |
| **5.1** | **Statement of landfill classification** |
| **Guidance note:**Notwithstanding section 5.4 below, please state which classification of landfill you are applying to vary. |
| Please choose: | Choose an item. |
|  |
| **5.2** | **Provide a non-technical summary of the proposed variations:** |
| **Guidance note:**A non-technical summary should provide a brief overview of the proposed activities, the process that will be carried out and how you intend to control the main environmental emissions from the site.The summary provided will be published on our website as part of our public consultation once a draft determination has been made. It should be written so it is accessible by all members of the public. |
| Document reference: |  |
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| **5.3** | **Provide an indication of the variations to the conditions of the permit being requested:** |
| Document reference: |  |

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| **5.4** | **Complete Tables 5.1 and 5.2 below with details of all the proposed activities and operators at the whole installation:** |
| **Guidance note:** For further information please see our guidance documents. * SEPA Guidance IED-TG-09 Guidance on PPC Activity capacity/threshold
* SEPA Guidance: Determining Capacity for PPC Section 5.3 and 5.4 Activities
* SEPA guidance IED-PPC-TG4 PPC Part A Installation: Guide for Applicants

**Table 5.1**:* **Column 1**: Identify all activities listed in Schedule 1 and 2 to the PPC Regulations that are proposed to be carried out in the ‘stationary technical unit’ of the installation.
* **Column 2**: Quote the Chapter number, Section number, Part A or B, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 to the PPC Regulations for each activity listed in column 1. List all activities to be carried out at the installation.
* **Column 3**: Write the name of the operator for each activity (if you are the operator yourself, write ‘applicant’). If there will be more than one operator in control of operations on site, each operator may need to hold their own permit.
* **Column 4**: include the capacity of the activity as stated in the PPC 2012 Regulations. For example, combustion plant falling under section 1.1 Part A should be provided in “Aggregated rated net thermal input”, or disposal of non-hazardous waste falling under section 5.3 Part A in “tonnes per day”. This should be calculated with reference to SEPA guidance.

**Table 5.2**: Please identify any directly associated activities 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.
 |
| **Table 5.1: Activities in the Stationary Technical Unit:** |
| **Activities In the Stationary Technical Unit** | **PPC Schedule 1 or 2 Reference** | **Operator** | **Activity capacity** |
| EXAMPLE: Landfill of non-hazardous waste(i) receiving more than 10 tonnes of waste per day, or(ii) with a total capacity exceeding 25,000 tonnes. | Schedule 1, Section 5.2 (a) | AN Other | Total capacity >25,000 tonnes. |
| EXAMPLE: Composting facility | Schedule 1, Section 5.4 (a)(iii) | AN Other | Capacity >50 tonnes per day |
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| **Table 5.2: Directly Associated Activities:** |
| **Directly Associated Activity** | **Operator** |
| EXAMPLE: Transfer station | AN Other |
| EXAMPLE: Temporary hazardous waste storage (<50 tonnes) | AN Other |
| EXAMPLE: Soil wash plant | AN Other |
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| **5.5** | **Provide a site map or plan showing the location of the site which clearly identifies the installation and landfill boundaries.**  |
| **Guidance note:**The installation boundary and landfill boundary are unlikely to be the same. If this is a multi-operator installation each operational area must be demarcated in a different colour. The plan will be used in the permit, and potentially on our GIS system, and should contain the following:* Preferably be submitted in one of the following digital image formats; .EPS or .SVG vector file.
* Should clearly identify the site boundary and installation boundary.
* Have a scale and have north clearly marked.
* Should be clearly dated and have a version number.
 |
| Document reference: |  |

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| **Section 6: Waste Types, Quantities and Capacities** |
| **Guidance note:**Please provide details of the proposed variations as they relate to waste types and quantities you expect to accept over the design life of the landfill.In addition, you must state the revised total capacity for each waste type and the aggregated total. |
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| **Table 6.1**: The proposed quantity of waste that is to be deposited in the Permitted Installation  |
| **Category** | **Designed Total capacity** | **Designed Annual capacity** |
| Hazardous Waste |  |  |
| Stable, non-reactive hazardous waste |  |  |
| Non Hazardous Waste(biodegradable) |  |  |
| Non Hazardous Waste (nonbiodegradable) |  |  |
| Inert Waste |  |  |
| **Total** |  |  |

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| **Section 7: Environmental setting and installation design (ESID)** |
| **Guidance note:**The ESID should demonstrate why the landfill design is appropriate for the location being proposed and confirm that the design will ensure it will not pose a serious environmental risk.The ESID must have been informed by the unique characteristics of the proposed location including the overall environmental setting, receptors, landscape, geology and hydrogeology.The ESID must demonstrate that findings of the various risk assessments have been incorporated into the overall design and must satisfy the requirements detailed in Schedule 3 of the Landfill Regulations.If you are unsure about what should be included, please contact SEPAs Landfill Team. |
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| **7.1** | **If relevant to the changes being proposed, please provide us with an updated ESID that demonstrates the proposed installation design is appropriate for the proposed location and will not cause serious environmental risk.** |
| Document reference: |  |

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| **Section 8: Risk assessments** |
| **Guidance note:**The following detailed risk assessments are likely to have been submitted as part of your original application:* Hydrogeological risk assessment
* Stability risk assessment
* Landfill gas risk assessment

Please contact the Landfill Team to discuss if your proposed changes will require updates to your existing risk assessments. Where revisions are required please indicate below and provide a document reference number. |
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| **8.1** | **Hydrogeological risk assessment:** **Please indicate if a revised risk assessment has been submitted in support of your variation** |
| **Guidance note:**Please note SEPAs hydrogeological risk assessment guidance: [SEPA Technical Guidance Note: Hydrogeological Risk Assessment For Landfills and the Derivation of Control and Trigger Levels, Version 2.12.](https://www.sepa.org.uk/media/28995/technical-guidance-note-hydrogeological-risk-assessment-for-landfills-and-the-derivation-of-control-and-trigger-levels.pdf) |
| Document reference: |  |
|  |
| **8.2** | **Stability risk assessment:****Please indicate if a revised risk assessment has been submitted in support of your variation**  |
| **Guidance note:**Please note SEPAs stability risk assessment guidance: [Framework for Risk Assessment for Landfill Sites: Geological Barrier, Mineral Layer and Leachate Sealing and Drainage.](https://www.sepa.org.uk/media/28993/framework-for-risk-assessment-for-landfill-sites-the-geological-barrier-mineral-layer-and-the-leachate-sealing-and-drainage-system.pdf) |
| Document reference: |  |
|  |
| **8.3** | **Landfill gas risk assessment** **Please indicate if a revised risk assessment has been submitted in support of your variation** |
| **Guidance note:**Please note SEPAs landfill gas risk assessment guidance: [Guidance on the management of landfill gas](https://www.sepa.org.uk/media/28986/guidance-on-the-management-of-landfill-gas.pdf) |
| Document reference: |  |
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| **Section 9: Operation, Monitoring and Control Plan (OMCP)** |
| **Guidance note:**Please contact the Landfill Team to discuss if your proposed variations will require updates to your existing OMCP and management plans. Where revisions are required please indicate below and provide a document reference number.All management plans must be developed in accordance with SEPA’s general [Landfill Site Management Plan Guidance](https://www.sepa.org.uk/media/594599/sepa-landfill-management-plan-guidance.pdf).  |
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| **9.1** | **Has a revised OMCP been submitted?:** |
| Document reference: |  |
|  |
| **9.2** | **Please indicate if you have provided any of the following revised management plans in support of your proposed variation:** |
|  | Yes | No |
| Landfill gas management plan |[ ] [ ]
| Water management plan |[ ] [ ]
| Leachate management plan |[ ] [ ]
| Waste acceptance management plan |[ ] [ ]
| Capping management plan |[ ] [ ]
| Nuisance management plan |[ ] [ ]
| Accident prevention and mitigation plan |[ ] [ ]
| Monitoring management plan |[ ] [ ]
| Closure and aftercare plan |[ ] [ ]
| Restoration management plan |[ ] [ ]
|  |
| **9.13** | **Will your proposed variation result in changes to your emissions to air?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If **“Yes”**,provide the following: |
|  | Document Reference |
| An updated Air Emissions Inventory describing all emissions to air from your installation including the location, source, composition, quantities released and their fate and behaviour in the environment. |  |
| An updated air emissions risk assessment which screens emissions (e.g. [H1](https://admlc.com/h1-tool/) or ADMS-Screen) demonstrating that none of the emissions to air from your installation will result in significant harm to the environment, human health, or European Conservation sites and that all relevant emission limits will be complied with. Where required detailed air modelling must be submitted. |  |
| An option appraisal of the different technologies and techniques considered in preventing or, where that is not practicable, reducing and rendering harmless emissions to air from your installation or mobile plant.  |  |
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| **9.13** | **Will your proposed variation result in changes to your emissions to water?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If **“Yes”**,provide the following: |
|  | Document Reference |
| An updated Water Emissions Inventory describing all emissions to the water environment (this includes groundwater and surface water) from your installation identifying the location, source, composition, quantities released and their fate and behaviour in the environment. |  |
| Details of all Priority Hazardous Substances and Priority Substances in Water Framework Directive. |  |
| Where there are emissions to the sewer network we will require a copy of the trade effluent agreement or agreement in principle from the service provider. |  |
| An updated risk assessment (such as [H1](https://admlc.com/h1-tool/) or discharge impact modelling) demonstrating that none of the emissions to water will result in significant harm to the environment, human health or European Conservation sites and that all relevant emission limits and EQS’s will be complied with. Where required detailed water modelling must be submitted. |  |
| An option appraisal of the different technologies and techniques considered in preventing or, where that is not practicable, reducing and rendering harmless emissions to water from your installation.  |  |
|  |
| **9.13** | **Will your proposed variation result in changes to your Energy Use?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If **“Yes”**,provide the following: |
|  | Document Reference |
| An updated breakdown of the proposed energy consumption and generation by source and end-use. |  |
| An options appraisal of the different technologies and techniques you have considered to ensure the installation is operated in the most energy efficient way possible must be provided. |  |
| If you are, or will be, subject to a Climate Change Levy Agreement please confirm the date of entry and written confirmation of the terms of that agreement. |  |
|  |
| **9.13** | **Will your proposed variation result in changes to your Materials Use?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If **“Yes”**,provide the following: |
|  | Document Reference |
| An updated Materials Inventory which shall include all raw and auxiliary materials, water and other substances used and/or are generated by the activities at your installation. |  |
| The Materials Inventory must identify all solvents\* to be used in the activity or activities included in your application, including details of associated hazard statements for each solvent. |  |
| For all materials, identify storage locations, quantities and include confirmation that the storage methods do not pose a risk to the environment and that all relevant mitigation measures will be implemented e.g. bunding, alarms, procedures, separation and segregation. |  |
| Evidence that systems are in place to monitor and track raw material consumption to ensure efficient use. |  |
| \*Solvent – any Volatile Organic Compound having a vapour pressure of 0.01 kPa or more at 293.15K or having a corresponding volatility under the particular conditions. |
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| **Section 10: Fit and Proper Person Assessment** |
| **Guidance note:**Under PPC 2012 a fit and proper person check is required which includes the following:* Relevant offences
* Technical competence
* Financial provision

SEPA cannot grant a permit for a landfill unless we are satisfied that the applicant is fit and proper carry out that activity.We also need to be satisfied that appropriate planning permission, if required, is in force for the use of the site for the activity. |
|  |
| **Please provide the following information:** |
| Planning status |
| **10.1** | **Do you have planning permission to undertake the activity/ activities included in your application?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes’** please provide the planning permission reference and a copy of the planning permission and any subsequent amendments: |  |
| If ‘**No’**, which of the following apply to the activity this application relates to: |
|  | Select one: |
| Certificate of lawful use or development which covers the activity/ activities this application relates to and provide a copy. |[ ]
| The Town & Country Planning (General Permitted Development) (Scotland) Order 1992 or other relevant orders applies. |[ ]
| Planning permission is not required (please provide evidence of this). |[ ]
| Please provide details in relation to the chosen option above: |
| Document reference: |  |
|  |
| Relevant persons |
| **10.2** | **Further Information required if you are a company or partnership** |
| **Guidance note:**A person shall be treated as not being a fit and proper person [to hold a waste management licence/permit] if it appears to SEPA that they, or another relevant person, has been convicted of a relevant offence. SEPA may, if it considers it proper to do so in any case, treat a person as fit and proper notwithstanding the existence of a conviction for a relevant offence.The definition of a relevant person includes any director of or partner in the applicant who has themselves been convicted of a relevant offence, or who was a director, or partner of another company, or partnership, which has been convicted of a relevant offence and of which they were a director or partner when that offence was committed. SEPA will carry out its own checks for convictions for relevant offences and if any are identified we may contact the applicant to ask for further information. To carry out our relevant conviction checks we therefore require:* + for, a partnership - the full name and date of birth for each of the partners or,
	+ for a company - the full name and date of birth of each of the directors and the company secretary

We will carry out checks at Companies House to verify the information provided. |
| Please provide full information required above in a separate document: |  |
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| Technical competence |
| **10.3** | **Who will provide the technically competent management of the specified waste management activities?** |
| **Guidance note:**Technical competence can be demonstrated by providing a qualification awarded by the Waste Management Industry Training Advisory Board (WAMITAB) or other equivalent body or scheme.Further guidance can be found in the following SEPA Guidance: * IED-PPC-TG4 Pollution Prevention and Control (PPC) Technical Guidance: A practical guide for Part A activities.
* WST-G-002 Guidance regarding Provision and Assessment of Technically Competent Management at Licensed Waste Management Facilities.
 |
| Please give details for each technically competent person and provide a copy of the relevant certificate. |
|  | **Full name** | **Position** | **Awarding body** | **Date** | **Reference number for copy of certificate** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

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| Management of other installations |
| **10.4** | **Are any of these technically competent people, referred to in A1.3, already providing the technically competent management at other PPC installations or at sites licensed under Part II of the Environmental Protection Act 1990?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**No’** go to question A1.5.If ‘**Yes’** please provide full information in the box below: |
|  | **Full name** | **Position** | **Site/installation name and address:** | **Licence/permit number:** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
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| Financial provision |
| **10.5** | **How does the operator intend to make financial provision for the Landfill activities?****Please only select one option.** |
| **Guidance note:** For a Landfill variation application that may increase the financial liability associated with the landfilling activity, **ring fenced funds are required**. See SEPA Technical Guidance Note – [Estimate of Amount of Financial Provision for Landfill Sites](https://www.sepa.org.uk/media/28996/technical-guidance-note-estimate-of-amount-of-financial-provision-for-landfill.pdf) on our website. Please discuss further requirements at the earliest opportunity with your SEPA representative as the application may be delayed if this is not discussed. |
| Performance Agreement |[ ]   |
| Renewable bonds |[ ]   |
| Escrow Account |[ ]   |
| Trust Based Investment Portfolio |[ ]   |
| Other |[ ]  Provide details |
| Document reference: |  |
|  |
| Expenditure plan |
| **10.6** | **Please provide a plan of the estimated expenditure for each phase of the landfill activities.** |
| **Guidance note:** The plan should include the likely costs of:* Monitoring
* Restoration – landfill only,
* Aftercare – landfill only,
* Clearing the installation (including drainage systems) of all wastes – non landfill,
* Remedial action in the event of the failure of pollution control systems.

We recognise that this plan may need to be revised before the issue of the final permit. |
| Document reference: |  |

|  |
| --- |
| Section 11: Application and subsistence fees |
| **Guidance note:**Please refer to our current charging scheme and associated guidance for the applicable fee. If in doubt, please contact: ppcpermitting@sepa.org.uk.It is not possible to pay for your application fees by invoice.If it has been established that your application will be a large/complex project, the Officer dealing with your application will be able to advise further on costs.SEPA cannot process your application until proof of payment is received along with the completed application form.SEPA will retain some or all of the application fee even if the application is returned as not being duly made, or is withdrawn prior to a final determination being made, depending on how much effort has been spent on the application up to the relevant point. |
|  |
| **Please provide the information requested below:** |
| **11.1** | **Please confirm your application fee & payment method below:** |
| **Fee:** | £ |
| **Payment method**: |
| **BACS**  | [ ]  | Sort code: | 83-34-00 |
| A/C Number: | 00137187 |
| A/C Name: | SEPA |
| Proof of payment submitted: | Yes [ ]  | No [ ]  |
| Proof of payment reference: |  |
| **Online card payment**  | [ ]  | Proof of payment submitted: | Yes [ ]  | No [ ]  |
| <https://webpayments.sepa.org.uk/> | Proof of payment reference: |  |
| **Cheque**   | [ ]  | Cheque submitted: | Yes [ ]  | No [ ]  |
| Make payable to “SEPA” and submit with your application |
|  |
| **11.2** | **Please provide invoice details for subsistence fees.** |
| **Guidance note:** If granted a permit you will be charged an annual subsistence fee, which will vary year on year. Please provide details of the address to which invoices must be sent to and details of someone we may contact about fees and charges.SEPA’s annual subsistence charge is made up of an ‘Activity Component’ and an ‘Environmental Component’. * The ‘Activity Component’ can be found alongside the application fee in the current charging scheme. Discounts are applied for one or more activities.
* The ‘Environmental Component’ is only applied to larger activity types. It considers the environmental significance of these and looks to recover the remainder of our indirect costs (for example those associated with environmental monitoring, data management and reporting). The charging scheme indicates if an ‘Environmental component’ applies.
 |
| Name: |  |
| Position: |  |
| Company name:  |  |
| Address: |  |
| Postcode: |  |
| Telephone number: |  |
| Email: |  |
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| **Section 12: Commercial confidentiality and national security**  |
| **Guidance note:** Further information on commercial confidential and national security information can be found in SEPA guidance IED-PPC-TG4: A practical guide for Part A activities.The presumption is that information will be placed on the Public Register unless there are grounds to exclude it.SEPA considers information to be commercially confidential if including it in the register would prejudice, to an unreasonable degree, the commercial interests of that individual or person.The onus is on the applicant to provide sufficient evidence to demonstrate any claim that information is commercially confidential.Where SEPA does not determine the information to be commercially confidential the applicant may appeal the decision to the Scottish Ministers. SEPA will assess any commercially confidentiality claim and allow any subsequent appeals to be concluded before starting consultation.Information which the Secretary of State or Scottish Ministers has directed may affect national security must not be placed on the Public Register. Do not provide any information which may affect national security on this form.If you believe information may affect national security but there is no direction, then you should notify the Secretary of State or Scottish Ministers of your concern. |
|  |
| **Please provide the information requested below:** |
| **12.1** | **Is there any information in your application that you believe should be kept from the Public Register on the grounds of commercial confidentiality?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes’**, please provide: |
| A summary document clearly defining what the specific information it is that you regard as commercially confidential and why. |[ ]
| Two copies of the documents containing the specific information:* one copy marked – ‘Commercially Confidential’ and
* another marked – ‘Redacted for the Public Register’
 |[ ]
|  |
| **12.2** | **Is there is any information in the application that you believe should be kept from the Public Register on the grounds of national security?**  |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes’** please provide full information, including a copy of any existing direction, on a separate sheet which is clearly marked as national security. |
|  |
| **12.3** | **In relation to information which you think may affect national security, have you notified the Secretary of State or Scottish Ministers?**  |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes’**, please provide full information on a separate sheet which is clearly marked as national security. |

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| Section 13: Application consultation  |
| **Guidance note:**SEPA must give notice of all applications for Part A permits to the following consultees:* relevant local authority
* relevant Health Board
* Food Standards Agency
* such other persons as the Scottish Ministers may direct.

Other consultees may be approached either on a statutory or non-statutory basis depending on whether we believe they may have an interest in the application. These consultees may include:* NatureScot
* Health and Safety Executive (HSE)
* Harbour Authority
* Office for Nuclear Regulation (ONR)
* Scottish Water

We may also undertake discretionary consultation with other interested parties. This can include Community Councils, Animal Health Vets, RSPB, Fishery Boards, as well as named individuals.National security information will not be sent to consultees unless directed by Scottish Ministers.Commercially confidential information will only be shared if it is deemed relevant to the consultee’s area of interest.The information provided below will help us with this process. **Note:** If your proposed site crosses two or more local authority/ NHS Scotland Health Board area boundaries please list each separately. |
|  |
| **13.1** | **In which local authority area is your installation located?** |
| Document reference: |  |
|  |
| **13.2** | **In which NHS Scotland Health Board area is your installation located?** |
| Document reference: |  |
|  |
| **13.3** | **Could the operation of your installation involve the release of any substance into a sewer?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes’**, confirm if you have either a trade effluent consent in place, or written agreement with Scottish Water, and provide the relevant references. |  |
|  |
| **13.4** | **Could the operation of your installation involve the release of any substance into a harbour managed by a harbour authority?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes’**, please name the relevant harbour authority: |  |
|  |
| **13.5** | **Are there any Sites of Special Scientific Interest (SSSIs) or European Conservation sites, as defined by regulation 10 of the Conservation (Natural Habitats) Regulations 1994, that could be impacted by the operation of your installation?** |
| Please choose ‘Yes’ or ‘No’: | Choose an item. |
| If ‘**Yes**’ please list the names of the sites and designations below: |
| **Site name** | **Designation (e.g. SSSI, SAC, SPA)** | **Distance from proposed installation (km)** |
|  |  |  |
|  |  |  |
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|  |  |  |

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| **Section 14: Any other information** |
|  |
| **14.1** | **Is there any other information you wish to submit in support of your application?** |
| Please select: | Choose an item. |
| If ‘**Yes’** please provide full details and document reference: |  |

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| **Section 15: Declaration** |
| **Guidance note:**Knowingly or recklessly submitting false information is an offence. |
| **Declaration: Please read and confirm all statements below** |
| I am the applicant / I am authorised to submit this application on behalf of the applicant. |[ ]
| I apply / The applicant applies for a variation in respect of the particulars contained in this application (including any supporting documentation and fee that has been supplied). |[ ]
| I / We certify that the information contained in this application is correct. |[ ]
| I / We confirm that any person whose personal information is included in this application has been made aware of the statement headed *“How we use your personal information – Data Protection Act 2018 (‘DPA 2018’)”* and [SEPA privacy policy](https://www.sepa.org.uk/help/privacy-policy/). |[ ]
| **Declaration: Please complete**  |
| Name of person submitting application: |  |
| On behalf of (insert name of applicant – if applicable): |  |
| Position of applicant (e.g. director, secretary, authorised signatory): |  |
| Date: |  |

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| **Additional information appendices** |
| For the activities listed below, we are required by the PPC regulations and/or the Industrial Emissions Directive to request additional information required to enable us to make a full assessment of the application. The required information is outlined in the appendices and should be included in the application if applicable.Please note that more than one appendix may apply:  |
| **Appendix 1:** Hydrogeological Risk Assessment | HRA checklist |
| **Appendix 2:** Stability Risk Assessment | SRA checklist  |
| **Appendix 3:** Landfill Gas Risk Assessment | LGRA  |
| **Appendix 4:**Medium Combustion Plant | Activities defined under Schedule 1, section:1.1 Part B (c) and (d) |
| **Appendix 5:**All other PPC activities | All other activities defined in Schedule 1 of the PPC Regulations except landfilling. |

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| **Appendix 1: Hydrogeological Risk Assessment (HRA)** |
| **Guidance note:** Please ensure your HRA provided in support of this application contains all relevant information detailed in the checklist below.The hydrogeological risk assessment informs the development of your conceptual site model and must demonstrate compliance with the Landfill (Scotland) Regulations 2003 over the proposed lifetime of the site.If you are unsure if certain information applies to your site please contact SEPAs Landfill Team to discuss. |
|  |
| **Please provide the following information:** |
| **A1.1** | **Provide details on Conceptual Model** |
|  | Yes | No |
| A plan(s) showing:* the local topography for at least 500m from the Permitted Installation boundary
* the distance from the Permitted Installation boundary to all receptors within 500m of the Installation boundary including all built property, waterways and water bodies
* all designated areas of natural or cultural heritage and nature protection zones
 |[ ] [ ]
| Details of the phasing of the landfill over its designed lifetime, defining projected cell development and progression over time.Hydraulically independent cells should be clearly identified. |[ ] [ ]
| An overview of the conceptual hydrogeological context of the Installation. |[ ] [ ]
|  |
| **A1.2** | **Leachate management and monitoring** |
|  | Yes | No |
| A plan(s) showing the proposed:* leachate collection system,
* leachate monitoring network and
* where appropriate, leachate treatment system.
 |[ ] [ ]

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| Appendix 2: Stability Risk Assessment |
| **Guidance note:** Please ensure your stability risk assessment provided in support of this application contains all relevant information detailed in the checklist below.If you are unsure if certain information applies to your site please contact SEPAs Landfill Team to discuss. |
|  |
| **Please provide the following information:** |
| **A2.1** |  |
|  | Yes | No |
| A Stability Management Plan, summarising and satisfying the above items should be included in the application. Indicate the Title, Date and Reference of the Management Plan. Any Stability Risk Assessment prepared and submitted will require to be certified by a competent third party. The Stability Management Plan, appropriately detailed and prepared may, under certain circumstances, be referenced in the Permit when issued. |[ ] [ ]
| Provide plans and schematic cross-sections through the containment engineering to illustrate the specifications in each area, including any differences between basal areas and side slopes; you may refer to plans prepared for the risk assessments etc. |[ ] [ ]
| Provide specifications for the base of all pre-operational areas, side slopes for all pre-operational and operational areas and capping for all areas as appropriate. Include closed, operational and pre-operational areas |[ ] [ ]
| Engineered control systems include both the basal areas and side slopes of the installation void and the capping and restoration of the final waste profiles. |[ ] [ ]
| Describe the containment engineering for each area of the installation and to demonstrate that the containment engineering and leachate management and collection systems you provide will ensure compliance with the Landfill (Scotland) Regulations 2003 |[ ] [ ]
|  |

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| Appendix 3: Landfill Gas Risk Assessment (LGRA) |
| **Guidance note:** Please ensure your LGRA provided in support of this application contains all relevant information detailed in the checklist below.If you are unsure if certain information applies to your site please contact SEPAs Landfill Team to discuss. |
|  |
| **Please provide the following information:** |
| **A3.1** |  |
|  | Yes | No |
| Provide an estimate of gas production over the design life of the site using GasSim or any other appropriate model. All calculations and assumptions must be specified within the Landfill Gas Management Plan. |[ ] [ ]
| Gas production calculations and assumptions.Phased Development Plans for gas collection, treatment and utilisation (including extraction from operational cells, capping etc).Collection efficiency calculations and assumptions, throughout life of installation.System capacity (to ensure that sufficient capacity exists to handle maximum predicted gas generation). |[ ] [ ]
| Establish design objectives and principles and performance criteria for gas control measures. |[ ] [ ]
| Define the site-specific gas management systems to:* prevent the migration of, and control any release of landfill gas;
* minimise the impact on local air quality;
* control the release of odours; and
* prevent harm to human health;
 |[ ] [ ]
| Detail the procedures and responsibilities for installation, operation, maintenance and monitoring of the gas control measures; |[ ] [ ]
| Demonstrate that performance of the control measures meets the requirements and objectives for gas management; and |[ ] [ ]
| Set out the procedures for managing changes and reviewing the performance of the gas control system. |[ ] [ ]
| Details relating to the design, construction, installation and CQA of the fixed components of the landfill gas collection, utilisation and flaring systems |[ ] [ ]
| Documented systems, procedures and work instructions you will have in place for controlling, monitoring, inspecting and maintaining the landfill gas management systems during start-up, shutdown and operations during normal and abnormal working conditions, including emergency situations |[ ] [ ]
| Operational techniques |[ ] [ ]
| Maintenance |[ ] [ ]
| Monitoring |[ ] [ ]
| Data management and recording |[ ] [ ]
| Landfill gas utilisation/flaring techniques |[ ] [ ]

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| Appendix 4: Medium combustion plant |
| **Guidance note:** This appendix should be completed if your installation will include a new medium combustion plant (MCP) 1–20 MW as described in section 1.1(d) of the Pollution Prevention and Control (Scotland) Regulations 2012 as amended by the Pollution Prevention and Control (Scotland) Amendment Regulations 2017, including plant intended to operate less than 500 hours per annum. Emissions from the combustion plant should be included in the assessments and evidence in the main section of the form.The information in this appendix will be used to determine your application and to set appropriate limits on emissions from your plant. Emission limits are laid out in Schedule 1B of the regulations, however, please note that as a part A installation, there may be other more appropriate limits included in the BAT guidance for the main activity carried out at your installation. |
|  |
| **Please provide the following information:** |
| **A4.1** | **Are you applying to register any plant that will not operate more than 500 hours per year.** |
| **Guidance note:** The 500 hours is calculated on a 3-year rolling average i.e. an average over 3 years (no maximum hours per year). On this basis you can operate your plant for 1500 hours in one year but would not be permitted to operate the plant for the following 2 years. It is the plant that must operate <500 hours, this is not dependent on the type of fuel that you use. If you tick this box then in A4.2 for “expected operating hours”, please enter <500. |
| Please select: | Choose an item. |
| If you select **‘Yes’** you are declaring that your plant will operate for less than 500 hours per year, i.e. it is a standby plant.  |

| **A4.2** | **Please provide details of the medium combustion plant(s) including the manufacturer, name and model number, serial number, yearly operating hours, rated thermal input, date of start of operation, type of plant and type of fuel to be used. Each plant must be listed separately – for additional plant please use a separate sheet.**  |
| --- | --- |
| Plant reference | Manufacturer Make & Model | Type of Plant | Start Date of Operation | Expected Annual Operating Hours | Average Load in Use | Rated Thermal Input (MW) | Fuel Type | Fuel description (if required) | Thermal input of each fuel if mixed |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  |  |
|  |  | Choose an item. |  |  |  |  | Choose an item. |  |  |

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| Appendix 5: All Other PPC Activities |
| **Guidance note:** Where the operator intends to undertake other PPC activities on or at the proposed landfill please complete the following section for each of the stated activities, demonstrating how the activity complies with BAT.In order to grant a Part A permit, SEPA must be satisfied that the applicant will ensure that the installation will be operated so as to comply with the conditions which will be included in the permit, which will include that the operator must use the best available techniques for preventing or, where that is not practicable, reducing emissions from the installation. Best Available Techniques are a combination of processes, procedures, infrastructure, training, abatement etc., which taken together prevent and, where that is not practicable, reduce emissions from an installation. It is important that you are clear on what BAT Guidance (and where relevant, BAT Conclusions) apply to your proposed installation before completing this section.There may be more than one relevant BREF/BAT-C documents depending on the number of activities carried out at the proposed installation. For example, a Food, Drink and Milk production site may also have a Large Combustion Plant. In addition, you will have to make reference to the cross-sector BREFs for example Energy efficiency, Economic Cross Media effects, emissions from storage, industrial cooling systems. BRefs contain BATc which new installations carrying out activities within the scope of the relevant BRef must be able to comply with before the start of operations. BATc include “BAT Associated Emission Levels” (BAT-AELs) which all new installations carrying out activities within the scope of the relevant BRef will be expected to meet as a minimum.Please note there are other guidance documents that may assist you in your assessment of BAT e.g. CIRIA construction standards, Process Guidance Notes, SEPA technical guidance, Controlled Activity Regulation guidance, PPG guidance for pollution prevention.Whilst uncommon, there are cases where an activity does not directly relate to a specific sector BRef. In this instance, documents such as other related sector BRefs, cross sector BRefs, and other BAT guidance as mentioned above can be used. Emission limits will be determined by giving special consideration to the matters specified in Schedule 3 of the PPC Regulations.If you are unsure, please contact SEPA to clarify which BAT guidance applies. |
|  |
| **Please provide the information requested on the following pages:** |
| **A5.1** | **Which BAT Guidance document(s) have you used to inform your application?** |
| Document reference: |  |
|  |
| **A5.2** | **Provide a table, as per example Table A7.1 below, to demonstrate that each relevant BAT/BAT-C for the activities listed in Section 5, has been considered and complied with.**  |
| **Guidance note:** The Table A7.1 should be reproduced and submitted as a separate document. * **Column 1 & 2:** Each relevant BAT-C, BREF or other technical guidance should be identified and listed.
* **Column 3:** Identify if the installation can comply with this BAT-C, BREF or technical guidance.
* **Column 4:** A summary of how you will meet standards set out in the relevant BAT conclusions document, BREF or technical guidance.
* **Column 5:** A reference to where further evidence has been provided to show how the operator plans to comply with each relevant BAT-C or standard.

Comparison of your application against any relevant BRef, BATc and BAT-AEL together with any relevant BAT guidance will form part of SEPA’s determination of your application. We expect the information provided as part of the application to address each of the points in the relevant BAT guidance. You should include an outline of all the main options considered, along with justification as to why you have chosen the stated techniques as BAT for your proposed installation. In some cases, this may require the submission of a detailed options appraisal which could include a cost benefit analysis. |

**Table A5.1: Compliance with Best Available Techniques**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Guidance Document and BAT reference** | **Specific BAT** | **Will you meet the requirements? Yes/No/N/A** | **Summary of compliance**  | **Documents demonstrating BAT will be met and timescales for compliance.**  |
| EXAMPLE:Food Drink and Milk BREF  | BAT 1: EMS | Yes | The management system used by the installation is ISO140001 accredited and covers all of the aspects in BAT 1.  | A summary of our management system is included in “Document 1: Environmental Management System”, examples of procedures provided as appendices to this document. |
| EXAMPLE:Food Drink and Milk BREF  | BAT 14: Noise | Yes | Techniques a, b, c and d have been implemented during design of the site and the noise management plan. Noise modelling has been carried out to BS4142 which has shown there to be little impact from proposed operations. | An options appraisal looking at various noise reduction measures is included as “Document 7: Noise minimisation – design, operation & equipment selection”.Noise modelling is included in “Document 14: Noise modelling”.Building design plans are included as “Plan 5: site plan showing potential noise sources from the process” evidencing that all equipment which is a significant source of noise is enclosed within buildings and away from the populated area to the east.  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |