

## **Application for a Licence The Environmental Pollution (Air Pollution) Ordinance, 2019**

### **INTRODUCTION**

#### **When to use this form?**

If you undertake an operation, as described in Schedule 2 of The Environmental Pollution (Air Pollution) Ordinance, 2019 as a prescribed operation which may involve the risk of environmental pollution then you are required to hold a licence under Part III of the Environmental Pollution (Guernsey) Law, 2004.

In order for a licence you must complete this application form and include all supporting information as specified or as requested by the Director of Environmental Health and Pollution Regulation.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return the application to:

**The Office of Environmental Health and Pollution Regulation  
Longue Rue  
St Martin  
GY4 6LD**

#### **Other documents you may need to submit**

You will need to send us various other documents. The application form tells you which ones. You should provide a reference number for each document and record it on both this form and on the document itself. Please use any existing documents where you can and they are suitable for the required purpose.

#### **Using continuation sheets**

In the case of the questions on the application 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.

#### **If you need help and advice**

We have made the application form as straightforward as possible but please get in touch with us at the above address or via [envhealth@govv.gg](mailto:envhealth@govv.gg) / 01481 711161, if you need any advice on how to set out the information we need.

**Air pollution prescribed operation application form as completed by the operator**

**\*\* For OEHPR Use \*\***

<b>Application Reference</b>	<b>Officer Reference</b>	<b>Date Received</b>

**A1 Applicant details**

**A1.1 Name of the business / installation**

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Cadastre reference number

\_\_\_\_\_

**A1.3 Details of any existing licences or exemptions under the Environmental Pollution (Guernsey) Law, 2004**

*(e.g. Waste Management Licence or Exemption, Waste Transport Licence / Exemption)*

<b>Reference N<sup>o</sup>.</b>	<b>Type of Permit</b>

**A2.1 The Operator** ('operator' means the person who it is proposed will have control over the installation in accordance with the licence (if granted))

Name: \_\_\_\_\_

Trading / business name (if different): \_\_\_\_\_

Registered Office address:

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

\_\_\_\_\_  
Postcode: \_\_\_\_\_

Principal Office address (if different): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Company registration number: \_\_\_\_\_

**A3.1 Who can we contact about your application?**

*It will help 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. This section can be left blank if the contact is the same as in A2.1.*

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

**B1 About the installation**

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

In **Box A**, please identify all activities listed in Schedule 2 to the Environmental Pollution (Air Pollution) Ordinance, 2019 (<http://www.guernseylegalresources.gg/CHttpHandler.ashx?id=122261&p=0>) that are, or are proposed, to be carried out at the site of the installation.

In **Box B** please identify any directly associated activities that are, or are proposed, to be carried out on the same site which:

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

Factors to consider for inclusion in Box B include noise, light, odour, dust etc. leaving the site which could detriment other people or environment, discharges to surface water etc.

**B1.1 Installation table for new permit application**

<b>Box A – Activities at the site of the installation</b>
<b>Box B – Directly-associated activities</b>

### **B1.2 Why is the application being made?**

- The installation was in operation when the EP (Air Pollution) Ordinance, 2019 was commenced on 2<sup>nd</sup> December 2019
- The installation is new
- The installation is existing, but changes to the installation have been made after the EP (Air Pollution) Ordinance, 2019 was commenced on 2<sup>nd</sup> December 2019

### **B.1.3 Site maps**

Please provide:-

\* A suitable map showing the location of the installation clearly defining extent of the installations in red

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

Doc Reference: \_\_\_\_\_

### **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 EP (Air Pollution) Ordinance are met.*

**B2.1** Describe the proposed / existing installation and activities and identify the foreseeable emissions to air from each stage of the process (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 emissions have been identified in the proposed installation activities, each emission should be characterised (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).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

*(Emission concentration = e.g. milligrams per cubic metre of air; mass emission = e.g. grams per hour, tonnes per year)*

Doc Reference: \_\_\_\_\_

**B2.3** For each emission identified from the installations' activities; describe the current and proposed technology and other techniques for preventing or, where that is not practicable, reducing the emissions into the air. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment then this should be stated

Doc Reference: \_\_\_\_\_

**B2.4** Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk-based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Doc Reference: \_\_\_\_\_

**B2.5** Describe the proposed measures for monitoring all identified emissions including any environmental monitoring and the frequency, measurement methodology and evaluation procedure proposed (e.g. particulate matter emissions, odour etc.). Include the details of any monitoring which has been carried out which has not been requested in any other part of this

application. If no monitoring is proposed for an emission please state the reason.

Doc Reference: \_\_\_\_\_

**B2.6** Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference: \_\_\_\_\_

**B3 Impact on the environment**

**B3.1** Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (e.g. is there a history of complaints?)

Doc Reference: \_\_\_\_\_

**B3.2** Are there any Sites of Special Scientific Interest (SSSI's) or Ramsar sites which are within 2 kilometres of the installation?

No

Yes

*Please give names of the site(s)*

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**B3.3** Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site.

Doc Reference: \_\_\_\_\_

**B4 Environmental statements**

**B4.1** Has an environmental impact assessment been carried out under planning legislation or for any other purpose?

No

Yes

*Please supply a copy of the Environmental Impact Assessment (EIA) and details of any decision made*

Doc Reference: \_\_\_\_\_

**B5 Additional information**

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

*Doc Reference:* \_\_\_\_\_

**C1 Fees and charges**

Payment of the appropriate fee must accompany the application.

**C1.1** You can pay online:

Account Number: 74011022

States of Guernsey Environment Dept. Income

Sort Code: 60-09-20

Ref: If you have been given an APL reference, please quote this, otherwise state your business name and then APL

You can pay over the phone:

Call 01481 717315 to make a payment over the phone.

This facility is open 08:45 until 16:30 Monday to Friday.

You must tell the person that you are paying for an air pollution licence and give them the following information "Area 2000, Cost Centre CA8649, GL250080, and your reference (as noted above)



You can pay by cheque:

Please make cheques payable to 'States of Guernsey', add the reference (as noted above) and return the cheque to the office address on page one of this application form.

We will confirm receipt of this fee when we write to you acknowledging your application.

## **C2 Annual fee**

If we grant you a permit, you will be required to pay an annual licence fee. Failure to do so will result in revocation of your permit and you will not be able to operate your installation. Details of the types and levels of fees are within the Environmental Pollution (Prescribed Operations) (Fees) Regulations, 2019.

- C2.1** Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## **C3 Commercial confidentiality**

- C3.1** Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial / industrial confidentiality or any other reason?

No

Yes

Please provide a full justification.

Doc Reference: \_\_\_\_\_

#### **C4 Data protection**

The information you give will be used by the Office of Environmental Health and Pollution Regulation to process your application. It will be placed on public register and used to monitor compliance with the licence 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 Data Protection (Bailiwick of Guernsey) Law, 2017 or
- 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.

#### **C5 Declaration of previous offences (delete as appropriate)**

I / We certify

##### **EITHER**

No offences have been committed which are relevant to my / our competence to operate this installation in accordance with the Environmental Pollution (Guernsey) Law, 2004 and the Environmental Pollution (Air Pollution) Ordinance, 2019.

##### **OR**

The following offences have been committed which may be relevant to my / our competence to operating this installation in accordance with the Environmental Pollution (Guernsey) Law, 2004 and the Environmental Pollution (Air Pollution) Ordinance, 2019:

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Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**C6 Declaration**

**C6.1 Signature of current operator(s)\***

I / We certify that the information in this application is correct.

I / We apply for a licence in respect of the particulars described in this 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: \_\_\_\_\_

*\* Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*