



sepa

Scottish Environment
Protection Agency
Buidheann Dion
Àrainneachd na h-Alba

Pollution Prevention and Control (Scotland) Regulations 2012

Application for a standard or substantial variation of “Part A” Permit

[PPC-A-F-Var]

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. 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](#).

For more information on how SEPA handles personal information, please refer to our general Privacy Policy at: 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:

Administrative variation	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.

Use this form to apply for **standard** and **substantial** variations to an existing Part A permit, including a variation to, or the addition of, a Part B or Schedule 2 activity to your existing installation.

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 variation application. If SEPA is minded to grant your application, we will vary your permit to include conditions based on the general principles contained in the PPC regulations.

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

Before you start to fill in the form

For an overview of the requirements of the PPC Regulations, the Part A application process and Best Available Techniques (BAT), please refer to SEPA guidance '[IED-PPC-TG4 – A practical guide for Part A activities](#)'.

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

- The relevant BAT Reference (BRef) document for your sector ([European IPPC Bureau website](#) and UK BAT once developed). If associated BATC's are available for your sector, you must comply with these.
- The horizontal/cross sector BRef notes (e.g. Energy Efficiency and Emissions from Storage), can be found on the [European IPPC Bureau website](#).
- [Process Guidance notes](#) for your sector, particularly if a Part B activity will be carried out as part of the installation.
- [SEPA PPC guidance webpage](#) 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](#)
- If your proposed installation will involve any discharges to water, BAT-EALs will be contained within any published BATC's and BRef's, however further information, including water environmental quality standards (EQS's), can be found in our [water pollution control webpages](#).
- [CIRIA](#) Construction Standards, particularly in relation to bunding and SUDs.

Further information on BRef's and other relevant BAT guidance can be found in Section 6 of this form.

We strongly recommend that you contact SEPA 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 12 of the form should be completed by all applicants with information relevant to the changes to be made at the installation. Please answer all questions, however if you don't believe that a question is relevant to your application, please provide justification.

If the proposed variation(s) relates to one of the activities listed below, each relevant corresponding appendix must also be completed:

<p>Appendix 1: Specified Waste Management Activities</p>	<p>Activities defined under Schedule 1, sections:</p> <ul style="list-style-type: none"> • 5.1 Part A • 5.2 Part A, • 5.3 Part A, • 5.4 Part A; and • 5.6 Part A.
<p>Appendix 2: Energy from waste</p>	<p>Activities defined under Schedule 1, section:</p> <ul style="list-style-type: none"> • 5.1 Part A (a) and (b)
<p>Appendix 3: Solvent Installation</p>	<p>Activities defined under:</p> <ul style="list-style-type: none"> • Schedule 2
<p>Appendix 4: Medium Combustion Plant</p>	<p>Activities defined under Schedule 1, section:</p> <ul style="list-style-type: none"> • 1.1 Part B (c) and (d)
<p>Appendix 5: Energy Efficiency Directive</p>	<p>Please complete for installations burning any fuel in a combination of appliances with a total rated thermal input of more than 20 Megawatts.</p>

When submitting information

Please ensure the following:

- All documents submitted with your application are clearly labelled.
- An appropriate reference to each document 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.
- Evidence is provided to show how BRef, BATc and BAT-AELs will be complied with.

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 to vary a Part A permit can require 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: ppcpermitting@sepa.org.uk

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.

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:	

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.

2.1 Who can we contact about your application?

Name:	
Company (if different to applicant):	
Position:	
Address:	
Postcode:	
Phone number:	
Email:	

Section 3: About your 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.

NACE (Nomenclature des Activités Économiques dans la Communauté Européenne) is the name given to the European system for categorising businesses for statistical purposes. The SIC (Standard Industry Classification) system is used for classifying business activities in the UK, and it correlates to and is developed in conjunction with the European Union's system. There are a number of NACE search facilities that can be found via online search engines such as that given by Companies House <http://resources.companieshouse.gov.uk/sic/>. It is the nature of the main business served by the plant that is of interest.

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)											
NACE reference:											
SIC reference:											

3.2 Are you applying for a standard or substantial change in operation?

Guidance note:

Please refer to SEPA's 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.

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.

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:

3.6 Have you agreed with SEPA that the installation meets the criteria for a “low impact installation”?

Guidance note:

See SEPAs guidance '[IED-TG-07 Benchmark guidance for determining low impact installations under the PPC Charging Scheme](#)'.

The designation as a “low impact installation” may affect your application fee but does not affect the requirement for you to provide all necessary information in support of your application. Installations where activities defined in the PPC Regulations by reference to a numerical threshold do not fall into this category.

Please choose 'Yes' or 'No':

Choose an item.

If **'Yes'**, please provide a copy of the confirmation.

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.
- The requirements for site reports and baseline reports.

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.

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.

Please provide the information requested below:

5.1 Provide a non-technical summary of the proposed variations:

Guidance note:

A non-technical summary should provide a brief overview of the proposed changes, the process that will be carried out and how you intend to control the main environmental emissions from the site.

If you are applying for a substantial variation, the summary provided may 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:

5.2 Provide an indication of the variations to the conditions of the permit being requested:

Document reference:

5.3 Complete the Table 5.1 & 5.2 below in relation to the proposed variations at the 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: Stationary technical unit

- **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:** Please indicate how your proposed changes would affect the activities.

Table 5.2: Directly associated activities 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	Operator Variations
EXAMPLE: Non ferrous metal foundry	Sched 1, Section 2.2, Part A b) ii)	AN Other	Increase capacity by 30 tonnes per day
EXAMPLE: New combustion process	Sched 1, Section 1.1; Part B d)	AN Other	Introducing new 15MW boiler to provide heat and steam to existing process line.

Table 5.2: Directly Associated Activities:

Directly Associated Activity	Operator	Operator Variations
EXAMPLE: Storage of waste	AN Other	Increasing storage limits and amending storage location.
EXAMPLE: Effluent treatment.	AN Other	Altering effluent treatment process by removing existing balance tanks and adding larger capacity tanks.
EXAMPLE: Energy systems not covered by a PPC activity.	AN Other	Introducing new solar farm which will feed directly into installation.

5.4 Where appropriate, a site map or plan showing all proposed variations to the site and installation boundaries.

Guidance note:

The site boundary and installation boundary may not necessarily 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:

5.5 Where appropriate, a site infrastructure plan showing all proposed variations to the layout of the site clearly labelling key plant, site drainage, storage areas, emission and monitoring points:

Guidance note:

Having all data on one plan may be complicated. If so, please provide separate plans for different aspects of the installation i.e. all underground infrastructure; all air emission points; all water emission points; etc.

Document reference:

5.6 Where appropriate, a detailed process flow diagram showing all proposed variations between the Stationary Technical Units and Directly Associated Activities, and all emission points to the environment.

Document reference:

5.7 A detailed written description of the site and the processes to be carried out, making reference to all activities listed as part of the Stationary Technical Unit and Directly Associated Activities and the process flow diagrams provided above.

Document reference:

Section 6: How you will apply best available techniques (BAT)

Guidance Note:

In order to grant a variation to 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.

BAT is described in BREF and BATc documents. There may be more than one relevant BREF/BAT-C document 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 below:

6.1 Which BAT Guidance document(s) have you used to inform your application?

Document reference:	
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6.2 Provide a table, as per example Table 6.1 below, to demonstrate that each relevant BAT/BAT-C for the proposed changes listed in Section 5, has been considered and complied with.

Guidance note:

The Table 6.1 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.

Further details of the evidence required is included in the guidance boxes in the following pages, please use this and the table to form the basis of your submission. If the proposed variation will not change an aspect of BAT, please provide a justification.

Table 6.1: Compliance with Best Available Techniques

Guidance Document and BAT reference	Specific BAT	Compliant? Yes/No/partially	Summary of compliance	Document/s outlining reasons behind decision or proposed improvements and demonstrating BAT will be met. (see checklists on following pages for evidence required)
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.

6.3 Will your proposed variation result in changes to your Environmental Management System?	
Please choose 'Yes' or 'No':	Choose an item.
If "Yes" , provide the following:	
	Document Reference:
Details of the proposed changes to the management system.	
Details of any proposed changes to your decommissioning plan.	
Details of any proposed changes to your accident prevention and mitigation plan.	
If the proposed site is potentially odorous, details of any proposed changes to your odour management plan.	
If the proposed site has potential to have a noise impact on nearby noise sensitive receptors, details of any proposed changes to your noise management plan.	
Details of any proposed changes to other management plans required by the relevant BAT guidance for your installation, e.g., startup/shut down, dust, solvents.	

6.4 Will your proposed variation result in changes to your Air Emissions?	
Guidance note:	
If your proposed variation results in changes to your air emissions, you will be required to demonstrate that your installation continues to meet relevant BAT-Cs, air quality standards and environmental assessment limits.	
Please choose 'Yes' or 'No':	Choose an item.
If "Yes" , provide the following:	
	Reference:
A revised 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.	
A revised risk assessment which screens emissions (e.g. H1 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 BAT-AELs will be complied with. Where required detailed air modelling must be submitted.	

A revised options 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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6.5 Will your proposed variation result in changes to your Water Emissions?

Guidance note:

If your proposed variation results in changes to your water emissions, you will be required to demonstrate that your installation continues to meet the relevant BAT-Cs and Environmental Quality Standards. In addition, if you are proposing to use Sustainable Urban Drainage Systems (SUDS) you should also reference the relevant CIRIA guidance.

Please choose 'Yes' or 'No':

Choose an item.

If **"Yes"**, provide the following:

	Reference:
A revised 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.	
A revised risk assessment (such as H1 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 BAT-AELs and EQS's will be complied with. Where required detailed water modelling must be submitted.	
A revised options appraisal of the different technologies and techniques considered in preventing or, where that is not practicable, reducing and rendering harmless emissions to water from the installation.	

6.6 Will your proposed variation result in changes to your Energy Use?

Please choose 'Yes' or 'No':

Choose an item.

If **"Yes"**, provide the following:

	Reference:
A revised breakdown of the proposed energy consumption and generation by source and end-use.	

A revised 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.	

6.7 Will your proposed variation result in changes to your Materials Use?

Please choose 'Yes' or 'No':	Choose an item.
If "Yes" , provide the following:	
	Reference:
A revised Materials Inventory which includes all raw and auxiliary materials, water and other substances used and/or are generated by the activities at your installation. This should identify all solvents* to be used at the installation, including details of associated hazard statements for each solvent.	
Identify all raw material storage locations and quantities. Confirm 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.

6.8 Will your proposed variation result in changes to your Waste?

Please choose 'Yes' or 'No':	Choose an item.
If "Yes" , provide the following:	
	Reference:
A revised Waste Inventory describing all wastes received and/or generated by the installation (including waste heat) including the details of the source and composition.	
Identify all revised waste storage locations and the maximum quantity that can be stored at each location. Confirm 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.	
Demonstrate how the waste produced by the installation will be managed as high up the Waste Hierarchy as possible.	

A description of the proposed techniques and measures to prevent and reduce waste arising and emissions of substances and heat (including during periods of start-up or shut-down, momentary stoppage, leak or malfunction).	
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6.9 Will your proposed variation result in changes to your Odour Emissions?	
Please choose 'Yes' or 'No':	Choose an item.
If "Yes" , provide the following:	
	Reference:
A detailed odour assessment which identifies and characterises the main sources of odour from your installation; and the nearest odour sensitive receptors.	
Where odour is identified as a potential issue, provide evidence that the technology and techniques proposed will ensure offensive odours are not emitted beyond the boundary of the installation. Reference should be made to SEPA's Odour Guidance.	

6.10 Will your proposed variation result in changes to your Noise Emissions?	
Please choose 'Yes' or 'No':	Choose an item.
If "Yes" , provide the following:	
	Reference:
A revised plan which clearly identifies the main sources of noise and vibration from your installation (including infrequent and tonal sources); and the nearest noise sensitive locations.	
A revised detailed environmental noise assessment (BS4142); and the proposed techniques and measures for control of noise. Please demonstrate how these proposals constitute BAT and justify your proposals against any relevant BAT conclusions or guidance.	

6.11 Will your proposed variation result in changes to your emission and environmental monitoring?	
Please choose 'Yes' or 'No':	Choose an item.
If "Yes" , provide the following:	
	Reference:
A description of any revised monitoring locations, parameters, frequency and methods. Monitoring must meet or exceed the requirements of any relevant BAT guidance and complies with latest BS/EN standards.	

Confirmation that all sampling and monitoring sites are designed and comply with the most up to date published standards (BS EN 15259).	
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6.12 Will your proposed variation result in changes to, or require, Commissioning?

Please choose 'Yes' or 'No':	Choose an item.
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If **“Yes”**, provide the following:

	Reference:
Provide detailed information on how you plan to commission your installation, setting out the steps to be taken prior to operation within a commissioning plan.	
As part of the plant commissioning plan, details of the performance validation tests required to demonstrate that the installation will be operated without harm to the environment and human health and demonstrating compliance with relevant BAT emission limits in the shortest possible time must be included.	

Section 7: Site Reports

Guidance note:

It is a requirement of PPC 2012 that the operator provides a Site Report. If this has not already been provided, this requirement is triggered by a **substantial change** on site, **new land** being included, **new substances** being used on site for the first time, etc.

The site report should describe:

- the substances to be used, produced, stored or released at the site,
- The condition of the installation and infrastructure to prevent emissions to soil and groundwater (or proposed standard of containment),
- The current state of soil and groundwater, in the context of historical land use and the substances to be used on site.

It is also a requirement to produce a Baseline Report where there is potential for contamination of soil and groundwater by relevant hazardous substances (RHS) to be used, produced, stored or released by the installation. The baseline is a quantified statement of the condition of the soil and groundwater at the site with reference to the RHS and substances that pose a potential pollution risk.

These reports should be updated to account for changes if any new land is being included in the permit for the first time, and/or any new substances are being used on site for the first time.

Further guidance on these requirements is available in [SEPA Site and baseline report guidance IED-TG-02](#).

Information required by IED-TG-02 may be similar to that required in other areas of the application. To avoid duplication, it may be acceptable to clearly cross reference the relevant sections in the Site Condition report.

If you use Relevant Hazardous Substances on site you will be required to undertake periodic monitoring of soil and groundwater during the lifetime of the permit. Information contained in the Site Report and wider application is used by SEPA to determine these monitoring requirements.

Pre-application discussions regarding the above are advised.

Please provide the information requested below:

7.1 Has a site report and/or baseline report been submitted for your installation?

Please choose 'Yes' or 'No':

Choose an item.

If **"No"**, a site report and/or baseline report may still be required, and this should be discussed as part of your pre-application discussions.

If you are applying for a **substantial variation**, this automatically triggers the requirement for a site report, and where relevant a baseline report, and these must be provided as part of this application.

Document reference(s):

7.2 Are you proposing a change that results in additional land being included, or the first use of a substance at your installation?

Please choose 'Yes' or 'No':

Choose an item.

If **"Yes"**, please provide a site report, and where relevant a baseline report, to include any new land and substances to be used. If report(s) have been previously submitted, updated versions of these can be submitted to account for changes.

Documents reference(s)

7.3 If you have not provided a Baseline Report, have SEPA agreed a waiver to the requirement to produce a Baseline Report?

Please choose 'Yes' or 'No':

Choose an item.

If **"Yes"**, please provide a copy of the waiver agreement.

Section 8: 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.

Please provide the information requested below:

8.1 Please confirm your application fee & payment method below.

Fee:		£	
Payment method:			
BACS <input type="checkbox"/>	Sort code:	83-34-00	
	A/C Number:	00137187	
	A/C Name:	SEPA	
	Proof of payment submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Proof of payment reference:		
Online card payment <input type="checkbox"/> https://webpayments.sepa.org.uk/	Proof of payment submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Proof of payment reference:		
Cheque <input type="checkbox"/>	Cheque submitted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Make payable to "SEPA" and submit with your application		

8.2 Please provide invoice details for subsistence fees.

Guidance note:

If granted a permit variation your annual subsistence fee may change depending on the nature of the variation being granted.

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.

Full name:	
Position:	
Individual/Partnership/ Company name:	
Address:	
Postcode:	
Telephone number:	
Email:	

Section 9: 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 commercial 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:

9.1 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.	<input type="checkbox"/>
Two copies of the documents containing the specific information: <ul style="list-style-type: none"> • one copy marked - "Commercially Confidential" and • another marked - "Redacted for the Public Register" 	<input type="checkbox"/>

9.2 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".

9.3 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.

Section 10: Application consultation

Guidance note:

SEPA must give notice of all applications for a **substantial variation** to a Part A permit 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.

Please provide the information requested below:

10.1 Please confirm which local authority area your site is located in?

Document reference:

10.2 Please confirm which NHS Scotland Health Board area your site is located in?

Document reference:

10.3 Will the proposed variation result in a change in the installations discharge to 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.	

10.4 Will the proposed variation result in a change of substances released into a harbour managed by a harbour authority by your installation?

Please choose 'Yes' or 'No':	Choose an item.
If 'Yes' , please name the relevant harbour authority:	

10.4 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 proposed variations?

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)

Section 11: Any other information

11.1 Is there any other information you wish to submit in support of your application?

Please choose 'Yes' or 'No':	Choose an item.
If 'Yes' please provide full details and document:	

Section 12: 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.	<input type="checkbox"/>
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).	<input type="checkbox"/>
I / We certify that the information in this application is correct.	<input type="checkbox"/>
I / We confirm that any person whose personal information is included in this application has been made aware of the statement headed " <i>How we use your personal information – Data Protection Act 2018 ('DPA 2018')</i> " and SEPA privacy policy .	<input type="checkbox"/>

Declaration: Please complete and sign below

Name of person submitting application:	
On behalf of (insert name of applicant – if applicable):	
Position of applicant (e.g. director, secretary, authorised signatory):	
Date:	

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:

<p>Appendix 1: Specified Waste Management Activities</p>	<p>Activities defined under Schedule 1, sections:</p> <ul style="list-style-type: none"> • 5.1 Part A • 5.2 Part A, • 5.3 Part A, • 5.4 Part A; and • 5.6 Part A.
<p>Appendix 2: Energy from waste</p>	<p>Activities defined under Schedule 1, section:</p> <ul style="list-style-type: none"> • 5.1 Part A (a) and (b)
<p>Appendix 3: Solvent Installation</p>	<p>Activities defined under:</p> <ul style="list-style-type: none"> • Schedule 2
<p>Appendix 4: Medium Combustion Plant</p>	<p>Activities defined under Schedule 1, section:</p> <ul style="list-style-type: none"> • 1.1 Part B (c) and (d)
<p>Appendix 5: Energy Efficiency Directive</p>	<p>Please complete for installations burning any fuel in a combination of appliances with a total rated thermal input of more than 20 Megawatts.</p>

Appendix 1: Specified Waste Management Activities

Guidance note:

This appendix should be completed for any application which includes a Specified Waste Management Activity, which is any activity under sections 5.1, 5.2, 5.3, 5.4 or 5.6 of the regulations.

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 SWMA 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

A1.1 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.	<input type="checkbox"/>
The Town & Country Planning (General Permitted Development) (Scotland) Order 1992 or other relevant orders applies.	<input type="checkbox"/>
Planning permission is not required (please provide evidence of this).	<input type="checkbox"/>
Please provide details in relation to the chosen option above:	
Document reference:	

Relevant persons

A1.2 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 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:

Technical competence

A1.3 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					

Management of other installations

A1.4 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 select:

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				
3				

Financial provision

A1.5 How does the operator intend to make financial provision for the specified waste management activities?

Please only select one option.

Guidance note:

We cannot issue a permit unless you have financial provision in place. We will need to see copies of the relevant documents.

The amount of financial provision required is based on the quantity of waste stored on site and the amount this would cost to clear the site.

Please see SEPA guidance [WST-G-031 Financial Provision for Non-Landfill Waste Management Activities](#) for further information.

Credit check	<input type="checkbox"/>	
3 months of financial statements	<input type="checkbox"/>	
Renewable bonds	<input type="checkbox"/>	
Bonds	<input type="checkbox"/>	
Bank guarantee	<input type="checkbox"/>	
Parent company guarantee	<input type="checkbox"/>	Go to A1.6
Document reference:		

A1.6 Where appropriate, please confirm the type of parent company guarantee?

Parent company guarantee – please include one copy of the parent company's audited trading accounts for the last three years (or for the period of trading if less than three years). These should be no more than 18 months out of date.

Escrow account	
Trust fund	
Insurance captive	
Lump sum	
Other (please specify)	

Expenditure plan

A1.7 Please provide a revised plan of the estimated expenditure for each phase of the specified waste management activities.

Guidance note:

The plan should include the likely costs of:

- Monitoring and maintenance
- Clearing the installation (including drainage systems) of all wastes
- 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:

Appendix 2: Energy from Waste (incineration and co-incineration)

Guidance note:

This appendix is required to be completed for any variation applications relating to energy from waste processes under section 5.1 of the Regulations.

Like all other combustion plants burning solid or liquid fuels, the incineration process produces emissions in the form of:

- acid gases, particulates, dioxins and heavy metals to air.
- ash residues.

As such, Energy from Waste plants are regulated under the Pollution Prevention and Control (Scotland) (PPC) Regulations 2012, which includes the controls required under the European Waste Incineration Directive (WID) and must be permitted. As a result of Chapter 4 of IED the following additional information shall be supplied by the operator as part of the application.

In addition to Best Available Techniques, Energy from Waste plants must consider the requirements of [SEPA's Thermal Treatment of Waste Guidelines 2014](#) when describing the proposed activity and its environmental effects, particularly with regard to satisfying the requirements of Regulation 9F of the Waste (Scotland) Regulations 2011, which demands that the recovery of energy takes place with a high level of energy efficiency.

Further guidance on the requirements of [Energy from Waste](#) is included on the SEPA website.

If you are unsure if a requirement applies to your variation application, please contact us to discuss.

Please provide the following information:

Design and operation

A2.1 Demonstration that the plant is designed equipped and will be maintained and operated in such a manner that the requirements of Chapter 4 of the Industrial Emissions Directive (IED) are met taking account of the categories of waste to be incinerated or co-incinerated.

Document reference:

A2.2 Plant capacity, categories of waste (according to the European Waste catalogue) to be treated in the plant including their quantities, waste acceptance criteria and systems for receiving, storing and handling of waste on site.

Document reference:

A2.3 Provide information on the fire prevention techniques to be implemented on site.

Document reference:

A2.4 For co-incineration plants, provide the information on the process and their conventional fuels and emission predictions or measured emission values.

Document reference:

A2.5 Information on temperatures and residence time (including measurement and validation methods), a Computational Fluid Dynamic modelling report, automated waste feed interlocks to stop waste feed when the temperatures are below the permitted levels or ELVs are exceeded, provision of auxiliary burners including the description of proposed auxiliary fuel.

Document reference:

A2.6 In the case of a request for derogation from the temperature or residence time requirements, provide justification for the proposal and its effect on the quality and quantity of residues produced and the emissions into air of TOC and CO.

Document reference:

A2.7 In the case of abnormal operating conditions show how dust emissions will be controlled to below 150 mg/m³.

Document reference:

A2.8 Information on the predicted emissions to air and water and show how the Associated Emission Limits (AELs) in the BAT-Conclusions will be complied with at all times (e.g. by showing that there are enough operating margins between the predicted emissions and the BAT-AELs).

Document reference:

A2.9 Information on methods and handling of waste waters on the site, including those from fire-fighting, shall be provided to particularly show that storage areas have been designed in a way that will prevent the unauthorised and accidental release of any polluting substances into air, soil, surface water and ground water.

Document reference:

A2.10 Where an applicant is looking for a time-limited derogation from NO_x limits (as allowed by the regulations), a BAT justification for these higher limits must be provided.

Document reference:

A2.11 Details of stack height calculations and sensitivity analysis, dispersion calculations and the environmental impact of the normal and abnormal emissions from the plant to demonstrate that human health and the environment will be protected.

Document reference:

Heat recovery

A2.12 Demonstration that heat generated during the incineration and co-incineration process is recovered with a high level of efficiency through the generation of heat, steam or power. This should be provided in the form of a Heat and Power Plan which shall contain as a minimum the information specified in Annex 2 of the SEPA Thermal Treatment of Waste Guidelines as amended and also show compliance with energy efficiency levels associated with the as per the 2019 Waste Incineration BAT Conclusions (BAT-AEELs).

Document reference:

Residues

A2.13 The quality (total organic carbon % content and/or loss on ignition %) and quantity of residues produced and detailed information on the handling and storage of these residues, including maximum capacities of each, proposals for minimising/recycling and disposal, and information on the chemical constituents of the residues.

Document reference:

Monitoring

A2.14 Details of the monitoring techniques that will be employed to meet the requirements of the regulations. In particular, confirmation that CEN standards will be applied where available and, when such standards are not available, that ISO or national or international standards will be used (subject to the agreement of SEPA).

Document reference:

A2.15 Details of the monitoring points and the monitoring equipment to be used, especially the duty and standby continuous monitors (CEMs). In the case of a plant already in operation, confirm that all CEMs will have been fully commissioned and operational by the date on which the regulations apply (e.g. 28 December 2005 for existing plants). They will also need to show that the CEMs have been calibrated to CEN standards by the above date.

Document reference:	
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Appendix 3: Solvents installations

Guidance note:

This appendix is required to be completed for variation applications where the installation carries out solvent activities included in Schedule 1 and Schedule 2.

All solvent installations must ensure that designated materials (with hazard statements H340, H350, H350i, H360D, or H360F) used in the installations are either replaced, or controlled, contained and limited within the shortest time possible.

The 3 main compliance routes for solvent installations are:

- Meet an emission limit in waste gases and a fugitive emission limit.
- The requirements of a total environmental limit.
- The requirements of a reduction scheme.

The legislation also requires a Solvent Management Plan to demonstrate compliance with fugitive emission limits. Please note that not all compliance options are available to all activities, further details are available in the activity specific Process Guidance notes.

If you are unsure if a requirement applies to your variation application, please contact us to discuss.

Please provide the following information:

A3.1 Please calculate the revised total annual solvent consumption of all your solvent emission activities in the box below:

Solvent emission activity (SEA):	Annual solvent consumption of activity (tonnes/year)
Directly Associated Activities (DAAs):	
Total annual solvent consumption of activity in tonnes/year (SEA+DAAs)	

Hazard statements

A3.2 Please identify substances or preparations used, or proposed for use, in the SEA installation that are labelled with the following hazard statements. The individual hazard statement of each substance or preparation should be listed

Guidance note:

Hazard statements include the following:

- H340 - may cause genetic defect.
- H350 - may cause cancer.
- H350i - may cause cancer by inhalation.
- H360D - may damage the unborn child.
- H360F - may damage fertility.
- H341 - suspected of causing genetic defects.
- H351 - suspected of causing cancer.

Name of substance/preparation & hazard statement(s) (please supply MSDS for each substance named)	Annual consumption of hazard statement substance (tonnes/year)	Date began or intend to being using hazard statement substance

A3.3 Please provide a revised assessment of substitution for any substances or preparations identified in A3.2, excluding substances with hazard statement H341 and H351.

Solvent name and hazard statement(s)	Proposed substitution date	Substitute substance name
Document reference:		

A3.4 If you are not intending to implement a substitution programme please attach a full explanation to demonstrate why any substance identified in A3.2 cannot be substituted. Factors to be considered may include the potential effects on human health and the environment, fitness for use, and the costs and benefits associated with using alternatives.

Document reference:

A3.5 Please identify any part of the solvents installation where there may be a discharge of a halogenated VOC which:

1. is assigned the hazard statement H341 and/or H351, and
2. where the mass emission of the H341 or H351 compound is greater than, or equal to, 100g/h.

Document reference:

A3.6 Where applicable please explain how the emission limit value of 20mg/m³ specified in Part 4 of Annex VII of the Industrial Emissions Directive will be complied with at the discharge point of waste gases to atmosphere.

Document reference:

VOC compliance routes

A3.7 Please identify which of the following VOC compliance routes you propose to use at the solvent emissions activity installation:

VOC compliance routes	Please tick	Please complete
Meet an Emission Limit Value (ELV) for VOCs in waste gasses (measured in mg/CNm ³) and a fugitive ELV (measured as % of solvent use).	<input type="checkbox"/>	A3.9 and A3.10
Meet a total emission limit value for VOCs (e.g. solvent emissions per unit product).	<input type="checkbox"/>	A3.9 and A3.10
Implement a solvent reduction scheme to reduce VOC emissions.	<input type="checkbox"/>	A3.8, A3.9 and A3.10

Solvent Reduction Scheme

A3.8 Provide revised details of any solvent reduction scheme the operator intends to use, give details of the proposed scheme and how compliance will be achieved including dates etc.

Document reference:

Demonstrating compliance with emission limits

A3.9 Provide revised information on how the emission limit values in Part 4 of Annex VII of the Industrial Emissions Directive will be complied with for the VOCs referred to above and the halogenated VOCs which are assigned or need to carry the hazard statements H341 and H351 to be used in the installation.

Document reference:

Solvent Management Plan

A3.10 Provide revised details of a solvent management plan the operator intends to use as prepared in accordance with Part 7 or annex VII of IED (or equivalent).

Document reference:

Appendix 4: Medium combustion plant

Guidance note:

This appendix should be completed if your proposed variation 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.

If you are unsure if a requirement applies to your variation application, please contact us to discuss.

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 choose ‘Yes’ or ‘No’:

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.		

*Type of Plant
1. Diesel engine
2. Gas turbine
3. Dual fuel engine
4. Other engine
5. Other medium combustion plant

**Fuel Type
1. Solid biomass
2. Other solid fuels (describe)
3. Gas oil
4. Liquid fuel other than gas oil
5. Natural gas
6. Gaseous fuels (describe)

Appendix 5: Energy Efficiency Directive Permit

Guidance note:

This appendix is required to be completed for any installation applying for a permit for new or substantially refurbished combustion plant that is:

- a thermal electricity generation installation with a total thermal input > 20MW
- an industrial installation with a total thermal input >20MW generating waste heat at a useful temperature level, or
- an energy production installation with a total thermal input >20MW in an existing district heating or cooling network

There are some exclusions contained in Schedule 1A of the Pollution Prevention and Control (Scotland) Regulations 2012 as amended.

The appropriate EED application fee should be incorporated into your total application fee. Please see our charging scheme for further information. The information in this appendix will be used to determine your application.

Before completing the form please contact SEPA for our most recent guidance on EED cost benefit analysis which will explain the methodology to be applied.

Please provide the following information:

A5.1 Does this apply to your installation?

Please choose 'Yes' or 'No':	Choose an item.
If "Yes" please provide full information in the separate document:	

Cost benefit analysis

A5.2 Please supply a completed comprehensive Cost Benefit Analysis in accordance with Part 2 of Annex 9 of the Energy Efficiency Directive.

Document reference:	
---------------------	--

A5.3 Please supply results of your own search for opportunities for high efficiency cogeneration or district heating.

Document reference:	
---------------------	--

A5.4 Please supply any evidence of discussions with operators of potential heat loads which could be supplied.

Document reference:

A5.5 Please supply any technical detail on the amount and type of heat available from/required by the installation.

Document reference:

A5.6 Please supply any technical details on the amount and type of heat required by/available from potential heat loads/sources.

Document reference:

A5.7 Please supply high-efficiency co-generation calculations.

Document reference:

A5.8 Where the CBA gives a positive result (i.e. where the financial benefits outweigh the costs), a proposal to realise the scheme (or otherwise) with justification and any supporting information, including a commentary on any sensitivity analysis applied.

Document reference: