

## 2 Reviewing a PPC Application Form (PPC1) and drafting a response

### 2.1 Introduction

This part of the Guide is intended to be used in conjunction with Part 3, (the Response Checklist). You are advised to read through all of Part 2 first, then go to the checklist in Part 3 and use the guide to help navigate through the checklist.

The first part of the Response Checklist (Section A) refers to the local issues, about which SEPA is particularly interested and gives headings under which a NHS Board response can be organised. If you only plan to provide comments on the application from the local knowledge perspective, you can use Section A of the Response Checklist alone.

However, if you wish to review the application and accompanying documentation in more detail, you may find completing the second section of the checklist, (Section B), helpful in providing a systematic approach. Section B provides headings that follow the layout of the actual PPC1 application form and allows you to record relevant information of interest for each part. It also provides an opportunity to summarise the information and to note any comments and/ or concerns.

At any point during the consultation period, the NHS Board consultee may contact the local SEPA office from where the PPC application was despatched for dialogue concerning the application, particularly regarding any technical aspects where there is uncertainty.

### 2.2 Form PPC1

The standard SEPA form for PPC permit applications is *FORM PPC1* comprising Parts A to F as described below. The form has been designed to reflect the requirements for applications as prescribed by the PPC Regulations.

<b>Form PPC1</b>	<b>Part A</b>	Provides the <i>site location</i> details
	<b>Part B</b>	Specifies information on <i>activities</i> carried out at the installation.
	<b>Part C</b>	Provides information specific to <i>proposed variations</i> to an existing PPC permit for existing installations, detailing the changes and their effects on the environment.
	<b>Part D</b>	Provides information specific to applications for <i>transferring</i> an existing PPC permit, detailing the extent of the transfer and the proposed transferee.
	<b>Part E</b>	Specifies information on applications for <i>surrendering</i> an existing PPC permit, detailing the extent of the surrender and the condition of the site.
	<b>Part F</b>	Details the location of any additional information in support of the application and the location of the non-technical summary, administrative information and applicant declarations.

Most of the applications that will be sent to NHS Boards will refer to applications for new PPC permits. This Guide therefore refers to only Parts A, B and F of Form PPC1. Accompanying the application form should be a detailed supporting document organised in sections that reflect the section headings within Form PPC1. In general, each section in Form PPC1 requests the applicant to provide a reference to the appropriate section in the supporting documentation (e.g. B1.3 references the location of the site report and maps in the supporting documentation). However, it should be noted that not all sections in Form PPC1 require supporting information as they provide succinct information (e.g. all of Part A, B1.1, B1.2).

SEPA will only consider that an application has been “duly made” if they are satisfied that the application form has been completed properly, all elements are present, and that all necessary points have been addressed. SEPA will not pass on an application to a NHS Board unless it is deemed “duly made”.

### **2.3 Using the Guide and the Response Checklist (Part 3 of this Guide)**

The following part of the guide describes which topics to consider as part of a response and how to complete Section A in the Checklist to organise a response. Actions are denoted by ► and © denotes the relevant part of the Checklist to be completed.

Key:    ►    Signifies a *Navigation Instruction* or *action* to assist with reviewing the application.  
         ©    Signifies an item that requires an entry in the *Response Checklist*

**Before completing any part of the Response Checklist you are strongly recommended to read the non-technical summary of the application (part F4 of the Application Form PPC1). This should give a basic overview of the installation to which the application refers and should be a useful starting point. Having read part F4, you may then wish to start completing the Checklist.**

- **Go to Part F4 of Application Form PPC1**
- Check the reference number for the non-technical summary and go to the relevant section in the supporting documentation. **This gives a basic overview of the installation and its activities and is the best starting point for reviewing the application.**

***Having read the non-technical summary, proceed to consider the local issues aspects addressed in Section A of the Response Checklist.***

## **2.4 Summary Review of an Application (Local Knowledge & Health Issues)**

This section reviews how to organise and record details of information based on local knowledge of the installation or the local community.

### **2.4.1 Consultee details**

- ▶ Record details of the consultee & applicant in Section A1 of the Response Checklist. (This is mainly for record purposes.) © Complete Section A1

### **2.4.2 Local Complaints**

- ▶ Consider any available information relating to any local complaints about the installation known to the NHS Board regarding emissions, odours, noise or other nuisances and record these in Section A2 of the Checklist. © Complete Section A2

### **2.4.3 Alleged Health Effects**

- ▶ Consider any available information relating to any alleged health effects attributed to activities at the installation and record these in Section A3 of the Checklist. © Complete Section A3

### **2.4.4 Local Health Studies**

- ▶ Consider information on any local studies of the health status of the people living near an installation prompted by concerns regarding emissions from it or for any other reason and record these in Section A4 of the Checklist. © Complete Section A4

### **2.4.5 Local Population Characteristics**

- ▶ Consider any relevant information on the local population regarding its health status, particularly relating to any concerns about increased vulnerability or susceptibility to environmental emissions due to poor health status or adverse socio-economic circumstances affecting health. Record any such information in Section A5 of the Checklist. © Complete Section A5

### **2.4.6 Information on similar Installations**

- ▶ Consider information on health effects reported in association with similar installations elsewhere, reported in the literature or based on local information on similar sites. © Complete Section A6

## 2.5 In-depth Review of an Application

**Where it is intended to review the application documents in detail, this section of the guide should be read and used in conjunction with Section B of the Response Checklist.**

This part of the guide describes key sections in the PPC1 form where all the relevant information of interest to a NHS Board should be contained. During the development of this Guide, SCIEH reviewed the PPC Application Form in terms of the relevance of each section's contents to a NHS Board consultee. Where a section of the PPC Application has been deemed to be of minimal interest (e.g. management techniques) descriptions of these sections have been omitted from this guidance. The NHS Board is only one of a number of consultees, hence issues that do not have the potential to impact human health directly are expected to be addressed by the relevant statutory consultee with expertise in that area.

### 2.5.1 Form PPC1 Part A

#### ► Go to Part A of Application Form PPC1

This describes the type of application being made, if it is a new or existing facility; the name of the installation; the address and map grid reference number giving the location of the site.

© Enter summary details in Section B QA1.1 to QA1.4

### 2.5.2 Form PPC1 Part B

#### ► Go to Part B of Application Form PPC1

This describes the installation, the type of activities, the actual and potential emissions from the activities as well as details of raw materials, products, by-products and waste material. This part should contain all the required technical data and hazard assessments.

#### **B1 “About the installation”**

**B1.1** Details key information on “*all the current activities and operations*” occurring at the site ; where these are described in detail and who the operator is. This is best used as a means of identifying the activities at the installation as listed in Column 1. “*Activities in the stationary technical unit*” and “*Directly associated activities*” describe the overall type of process (e.g. paper production, cement production, etc) and the specific activities occurring at the installation. (Columns 2 & 3 specify details required by the Regulations but are of minimal significance to the NHS Board consultee.)

#### ► See relevant sections of the supporting document.

© Enter details in Section B QB1.1

**B1.2** Details why the application is being made; i.e. a new installation, existing installation, or already existing installation for which a “substantial change” is proposed. This information is also provided in A1.1. (Additional Application Forms (Part C, D or E) are required for applications to vary, transfer or surrender a permit.)

**B1.3** Provides reference to a site report and maps within the application documentation. The site report will state the current condition of the land, with reference to the substances associated with operation of the installation under PPC. Some applicants may also include historical information about the site. Maps should show ideally where the nearest inhabited areas are as well as schools, recreational areas, rivers and water bodies.

The site report may also include information on the assessment of the impact of emissions (cross-referenced from section B4).

Any concerns regarding the public health impacts associated with the condition of the land are not relevant to the PPC permit application process. These will be considered by the Local Authorities under the Part IIA Contaminated Land Regime. Any concerns should therefore be passed to the Local Authority.

- ▶ Scan the Site Report, paying particular attention to any incidents involving substances that may have posed a potential risk to human health. Look at the maps to identify potentially sensitive sites (e.g. schools etc.) in the area surrounding the installation.

© Enter all the relevant details in Section B QB1.3

## **B2 “Your proposed techniques”**

Describes “techniques” i.e. how the installation is operated and whether these conform to industry standards of good practice - Best Available Techniques (BAT).

**B2.2** Provides information on the raw materials and should identify any that may have an impact on the environment, identifies any safer alternatives and justifies why the alternatives cannot be used.

- ▶ Identify from the list of raw materials any that have been noted as having an environmental impact and which might therefore impact on human health.

© Enter details in Section B QB2.2

**B2.3** Describes the techniques used to prevent emissions including leaks and malfunctions and should list details of emissions, which might occur under such conditions. This is expected to be mainly in terms of “management systems” and may be of less interest, although the consideration of quality assurance may be evident through a recognised accreditation (e.g. ISO 14001).

- ▶ List any items of concern regarding the description of “techniques” being used to prevent and control emissions. © Enter details in Section B QB2.3 a)
- ▶ List any potential emissions described, including potential releases of chemicals due to accidents, spillages or other uncontrolled release. © Enter details in Section B QB2.3 b)

**B2.4** Refers to discharges to *land* of matter containing List I or List II substances (see Appendix B). This information is likely to be mainly of interest to other statutory consultees (e.g. Local Authorities and Water Authorities). However this information may be worth checking if there is any concern about the potential for public exposure.

An application will only be accepted and a permit issued if the emissions to land will not result in the *entry* of List I substances into groundwater. Similarly, a permit will not be issued if the emissions to land result in the *pollution* of groundwater by List II and other substances. The operator should confirm that this is the case.

- ▶ Identify and note any emissions of List I or List II substances to land. © Enter details in Section B QB2.4

**B2.5** Refers to discharges to *controlled waters* of matter containing List I or List II dangerous substances (see Appendix B). Again, this information is likely to be mainly of interest to other statutory consultees (e.g. Local Authorities and Water Authorities). However this information may be worth checking if there is any concern about the potential for contamination of drinking water or recreational water. There are certain limits imposed on the emissions to controlled waters of List I or List II dangerous substances from the installation. The operator should confirm that these are met.

- ▶ Identify and note any discharges of List I or List II dangerous substances. © Enter details in Section B QB2.5

**B2.9** This section is principally about accidents and their consequences and describes the systems proposed to identify, assess and minimise the accident potential, and outline the measures in place to prevent them. This section should demonstrate adequate awareness of the hazards and risks associated with accidental releases and the consequences for the local population and environment and should identify adequate plans to deal with such a release.

- ▶ Specifically check for sub-sections within B2.9 under headings “Identifying the hazards”, “Assessing the risks” (and also any sub-section detailing an improvement plan, if present) to determine whether the applicant has assessed:
  - i) the nature and scale of the accident hazard presented by the installation and the activities;
  - ii) the risks to areas of population and the environment (receptors);or has justified why an assessment has not been done.

© Enter details in Section B QB2.9

**B2.10** Identifies any “noise sensitive locations” and gives results of noise monitoring. The Local Authority consultee (specified in B6.1) is deemed by SEPA to be the expert in this area and should be contacted for advice, if required.

- ▶ Following any consultation with the appropriate Local Authority note any outstanding concerns regarding noise emissions.

© Enter details in Section B QB2.10

**B2.11** Describes the proposed measures for emissions monitoring under headings including “Emissions Monitoring” and “Emissions Monitoring (Beyond the Installation)”. These are of most relevance to the local population and particular attention should be paid to sub-sections relevant to emissions to air and the assessment of health impacts.

- ▶ Note any concerns within this section regarding the adequacy of the proposed systems and specifically whether the impact on human health has been considered.

© Enter details in Section B QB2.11

**B2.12** Details plans for decommissioning the installation when it ceases operations. (This is expected to be of marginal interest, except when decommissioning provisions may have an impact on human health). Detailed consideration of these issues should be given when the operator intends to cease activity at the installation and to surrender a permit)

- ▶ Consider whether there is sufficient information on the potential impact on human health when the installation ceases operations and note any outstanding concerns regarding the de-commissioning provisions.

© Enter details in Section B QB2.12

### **B3 “Your proposed emissions”**

**This is the key section that should describe emissions from the installation, particularly to air, and should therefore be of major interest to the NHS Board consultee.**

**B3.1** Describes the emissions associated with the activities previously listed (Section B2). This should detail the nature, quantities and sources of foreseeable emissions into each medium (air, water & land) resulting from normal operation (i.e. the techniques described in Section B2). The supplementary documentation should include a table of emissions and a comparison with one or more of the following: Environmental Quality Standards (EQS), Air Quality Objectives, background ambient conditions and / or Benchmarks. The documented emission data should be broken-down by the medium to which it is released and detail any significant fugitive (non-point-source) emissions to all media.

- ▶ Review the documented information on the emissions, paying particular attention to releases to air, in terms of the potential hazards they represent by considering the following issues:

© Enter comments in Section B QB3.1

- is the description of the emissions meaningful?
- are the individual emissions detailed e.g. named individual chemicals rather than generic terms (e.g. “combustion gases”)?
- are environmental standards relevant to the emissions listed?
- are these emissions standards appropriate?
- how do the emissions compare to the standards?
- do you agree with the operator’s assessment?
- are there other standards that would be relevant for comparison?
- how do the emissions compare to these other standards?

## **B4 “Impact on the environment”**

### **B4.1 This is a key section giving details of the impact assessment for the proposed activities.**

Describes the potential significance of the environmental effects of emissions deemed as “foreseeable” (including trans-boundary effects). This should include accidental or uncontrolled emissions (e.g. from raw material stockpiles of gases or other chemicals). This should provide a description (including maps as appropriate) of the environmental targets that act as the receptors of pollution, specifically: air, water & soil, and areas of human population including noise- and odour-sensitive locations. The pathways (routes) by which the receptors will be exposed should be identified. Moreover, an assessment of the potential impact of the total emissions from the activities, on these receptors, should be included. Evidence that the applicant has considered the significance of the impact of the emissions should be documented.

- Review the impact assessment of the emissions, paying particular attention to releases to air, by considering the following issues:
- have the potential adverse health effects on the local population from emissions been identified?
  - how has this assessment been made; is it based on monitoring only or monitoring at the local inhabited areas?
  - is the assessment adequate?
  - is the assessment correct in terms of identifying potential health impacts?
  - has adequate attention been given to the potential impact of abnormal emissions from both normal operations and from accidental releases?
  - is the NHS Board satisfied with the operator’s assessment regarding the health impact of the operations and emissions?
  - is the NHS Board concerned that there are potential hazards posed by the operation of this installation, irrespective of the operator’s assessment?

© Enter comments in Section B QB4.1

Outstanding concerns on any of these issues should be noted.

## **B6 “Statutory Consultees”**

**B6.1** Gives the name of the Local Authority consultee (more than one might be involved for a large site). It may be useful in certain circumstances to discuss the application with the relevant Local Authority, particularly if noise emissions are an issue.

**B6.2** Gives the name of the NHS Board consultee (more than one might be involved for a large site, creating scope for collaboration on a response).

- ▶ Note whether the correct NHS Board has been identified and whether more than one NHS Board is involved in the consultation. © Enter details in Section B QB6.2

**B6.7** Indicates whether the installation is likely to release any substances into a harbour managed by a Harbour Authority. Whilst this is likely to fall under the remit of other statutory consultees, the potential for human exposure to such discharges should be considered bearing in mind the use of harbours for recreational purposes.

- ▶ Note any concerns regarding discharges to harbours. © Enter details in Section B QB6.7

**B6.8** Identifies whether the site is one covered by the Nuclear Installations Act or the Control of Major Accident Hazards (COMAH) Regulations 1999.

- ▶ Note any concerns regarding the status of the site. © Enter details in Section B QB6.8

## **B7 “Specified waste management”**

**B7.1** Identifies if the site is to be used for waste management purposes (e.g. landfill). Emissions should be identified, including any to air. © Enter details in Section B QB7.1

### 2.5.3 Form PPC 1 Part F

#### ► Go to Part F of Application Form PPC1

#### **F2 “Commercial confidentiality and National Security”**

**F2.1** Specifies if the applicant wishes to keep any of the information in the application secret. If this is granted, the information would not be forwarded to the consultee.

- Note any concerns regarding any request to keep the information secret.

© Enter details in Section B QF2.1

#### **F4 “Non-technical summary”**

Provides a non-technical summary of the application document. This is an ideal starting point for the NHS Board’s assessment and response.

#### **F5 “Any other information”**

Lists supplementary information relevant to the installation.

© Enter details in Section B QF5.1