

Application in relation to a licence for prescribed waste operations - operations other than waste transport

FOR OFFICE USE ONLY	Date Received	Fee Received Yes <input type="checkbox"/> No <input type="checkbox"/>	Amount	Name Assigned to Operation	Application Reference
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THIS APPLICATION FORM IS THE SPECIFIED FORM OF APPLICATION FOR THE PURPOSES OF PART I OF THE ENVIRONMENTAL POLLUTION (WASTE CONTROL AND DISPOSAL) ORDINANCE, 2010 FOR ALL FORMS OF OPERATION OTHER THAN THOSE RELATING PRIMARILY TO WASTE TRANSPORT.

Application for a licence.
Environmental Pollution (Guernsey) Law, 2004 ("the Law")
Environmental Pollution (Waste Control and Disposal)
Ordinance, 2010 ("the Ordinance")

States of Guernsey
Office of Environmental Health and Pollution Regulation

Introduction to Part A

Why we require this information

The information provided in these forms will be used to determine your application. It will also be used to determine the conditions which are imposed on your licence, and it is in your interests to ensure that you answer each question as fully as possible.

Before you start to fill in this form

Please discuss your application with the Director of Environmental Health and Pollution Regulation who will be able to guide you through the application process. Each section should be fully completed. An incomplete or insufficient answer will halt the consideration of the application until the full information required is provided. An application will not be considered against a set of accompanying plans and cross sections which are not accurate, clear and as up to date as possible – to facilitate this; it is suggested that required plans and other documents should be drawn up by a properly qualified surveyor, architect or engineer.

Other documents we need to see

There are a number of other documents you will need to send us with your application. Each time a request for documents is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the box provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and either the application reference number (if you have one, it is at the top right of this page) or your existing licence number. If you do not have either of these, please use the name of the operation.

Using continuation sheets

In the case of questions required to be answered 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.

Copies

For a **licence application** please send the original and **6** copies of the form and all other supporting material.

For an **application for variation of a condition** please send the original and **2** copies of the form and all other supporting material.

For **transfer or surrender application** please send the original and **2** copies of the form and all other required supporting material

If you need help and advice

We have made the application form as straightforward as possible, but please get in touch with us if you need any advice on how to set out the information we need.

Commercial confidentiality

This application form, when completed and submitted, will be used to issue your licence. This licence will become a publicly available document as particulars of it will be kept on a public register. Should you consider that any of the information you are required to provide is commercially confidential, you may apply to the Director of Environmental Health and Pollution Regulation ("the Director") to have the information excluded from the register on this basis. There is a right of appeal, under section 25 of the Law, where the Director determines that such information is not commercially confidential.

When complete, send six copies of each sheet and all accompanying plans, cross sections and documents to:-

Director of Environmental Health and Pollution Regulation
Office of Environmental Health and Pollution Regulation
Longue Rue
St. Martin's
Guernsey
GY4 6LD

Tel: +44 (0)1481 711161
Fax +44 (10481) 238031

Email: envhealth@health.gov.gg

A1 About your Application

A1.1 What type of application are you making

New licence (including renewal of a licence):	
Variation of an existing licence:	
Transfer of an existing licence:	
Surrender of an existing licence:	

A1.2 Name of the Operation

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A1.3 Please give the address of the site of the operation.

Address:	
Postcode:	

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A1.4 Give details of any existing licence(s) for the operation

Please give the current licence number.

Licence number(s) and type(s):

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A2 Authorised Contact

It will help us 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 your behalf.

A2.1 Who can we contact about your application?

This could be an agent rather than the operator.

Name:			
Position:			
Address:			
Postcode:			
Tel No:		Fax No:	
E-Mail:			

A3 About the Operator

Please provide the information requested below about the operator, which means:

- For applications for a new licence or a renewal – the person who it is proposed will carry out the licensed operation accordance with the licence (if granted),
- For applications for a variation of a condition, transfer or surrender – the operator who is currently carrying out the operation in accordance with the licence.

If you are applying for a transfer, we will ask for more information relating to the proposed new operator (transferee) in Part D.

Legal Status of Operator

A3.1 Is the prospective operator or operators an individual, a group of individuals, a partnership or a company or other corporate body?

Individual (sole trader) or group of individuals go to question A3.2	
Partnership go to question A3.3	
Company or other corporate body go to question A3.5	

Individual Applicants

A3.2 Please give us the following details.

Where more than one person is applying (other than as a partnership) we need details of each person.
Continue on separate sheets if necessary.

Full Name:	
Date of birth:	
Trading/business name (if any):	
Business Address	
Postcode:	
Contact Details:	
Phone Number:	
E-Mail Address:	
Fax Number:	

Now go to question A4, What to do next.

Applications from Partnerships

A3.3 Who is applying?

We can issue licences to named individuals, and to a partnership name. However, we need details of each person in the partnership. (Continue on separate sheet if necessary)

Person

Full Name:	
Date of birth:	
Principal place of business:	
Business Address	
Postcode:	
Contact Details:	
Phone Number:	
E-Mail Address:	
Fax Number:	

Person

Full Name:	
Date of birth:	
Principal place of business:	
Business Address	
Postcode:	
Contact Details:	
Phone Number:	
E-Mail Address:	
Fax Number:	

Person

Full Name:	
Date of birth:	
Principal place of business:	
Business Address	
Postcode:	
Contact Details:	
Phone Number:	
E-Mail Address:	
Fax Number:	

A3.4 Please give us the following details about the partnership.

Person

Name of partnership (if there is one)	
Principal place of business:	
Business Address	
Postcode:	
Contact Details:	
Phone Number:	

E-Mail Address:	
Fax Number:	

Now go to question A4, What to do next.

Companies or Other Corporate Applicants

A3.5 Please give us the following details.

Full name of company or other corporate body:			
Trading / Business name (if different)			
Registered Office Address			
Postcode:		E-Mail:	
Fax No:		Telephone No:	

Principal Office Address (if different)			
Postcode:		E-Mail:	
Fax No:		Telephone No:	
Company Registration Number:		Date of Formation of Company:	

Is this a new company, or has there been a change in the company name since the last application made by the company?

NO YES

If YES please provide a copy of the certificate of incorporation and any certificates of subsequent name changes.

Reference Number for the Documents	
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For applications from other corporate bodies, please provide evidence of status.

Reference Number for the Documents	
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A3.6 Is the operator a subsidiary of another holding company within the meaning of section 531 of the Companies (Guernsey) Law, 2008?

NO YES

Name of any company deemed to be a Holding Company of the applicant under section 531 of the Companies (Guernsey) Law, 2008	
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Registered Office Address of holding company			
Postcode:		E-Mail:	
Fax No:		Telephone No:	

Principal Office Address of holding company (if different)			
Postcode:		E-Mail:	
Fax No:		Telephone No:	
Company Registration Number of holding company:		Date of Formation of Company:	

A4 What to do Next

Now you need to fill in the other Parts of this form we sent you.

If you are applying for

- A new licence or a renewal – **fill in Part B** .
- A variation of a condition – **fill in Part C** .
- A transfer – **fill in Part D** .
- A surrender – **fill in Part E** .

Waste Incineration and Co-Incineration Plants

Where an application is in respect of a prescribed operation relating to plant for the disposal of waste by means of incineration or co-incineration, documentation setting out the following information must be submitted with this application form.

Category / Question	Additional Information Required
<u>Design & Operation</u>	
B2.2	Demonstration that the plant is designed, equipped and operated to meet the requirements of BAT under section 16(1) of the Law taking account of the categories of waste to be incinerated.
B2.2	Plant capacity, categories of waste according to the European Waste catalogue and as set out in Schedule 1 to the Waste Disposal and Control (Specially Controlled Waste) Regulations, 2010) to be treated in the plant including their quantities, systems for receiving, storing and handling of waste on site.
B2.2, B2.3 & B3	For co-incineration plants, provide the information on the process and their conventional fuels and emission predictions or measured emission values.
B2.3	Information on temperatures and residence time (including measurement and validation methods), waste feed interlock to stop waste feed when the temperatures are below the levels at which the plant is designed to operate, provision of auxiliary burners including the description of proposed auxiliary fuel.
B2.3 & B3	In the case of abnormal operating condition, how will the dust emissions be controlled?.
B2.3 & B3	Information on the predicted emissions to air and water and show how the emission limits given in the Reference Document on the Best Available Techniques for Waste Incineration will be complied with at all times (e.g. by showing that there are enough operating margins between the predicted emissions and the Emission Limit Value's).
B2.6, B2.7, B3 & B6.3	Information on methods and handling of waste waters on the site must 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.
B4.1	Details of stack height calculations, dispersion calculations and the environmental impact of the emissions from the plant to demonstrate that BAT will be used for preventing the introduction of pollutants into the environment or if that is not practical for reducing to a minimum the introduction of pollutants and any resultant environmental pollution caused.
<u>Heat Recovery</u>	
B2.6, B2.7 & B2.8.1	Information of the use of heat generated from the process – for example through combined heat and power, generation of process steam or district heating including proposals for future improvements in heat utilisation.
<u>Residues</u>	
B2.6 & B2.7	The quality (total organic carbon content and/or loss on ignition) and quantity of residues produced, handling and storage of these residues, proposals for minimising/recycling and disposal, and information on the chemical constituents of the residues.
<u>Monitoring</u>	
B2.11	Details of the monitoring techniques that will be employed to meet the requirements of BAT. In particular, with reference to BAT WI should confirm that standards produced by the European Committee for Standardisation ("CEN standards") will be applied where available and, when such standards are not available, that national or international standards (e.g. ISO standards) will be used (subject to the agreement of the Director).
B2.11	Details of the monitoring points and the monitoring equipment to be used, especially the continuous monitors (CEM's). In the case of a plant already in operation, confirm that all CEM's will have been fully commissioned and operational by the date on which the Licence comes into force. They will also need to show that the CEM's have been calibrated to CEN standards by the above date in line with BAT requirements.