

# INTEGRATED POLLUTION PREVENTION AND CONTROL (IPPC)

## PART A INSTALLATIONS:

# GUIDE FOR APPLICANTS FOR PIG AND POULTRY REARING UNITS

PIG AND POULTRY REARING INSTALLATION WITH MORE THAN:

40,000 places for poultry; or  
2,000 places for production pigs (over 30 kg); or  
750 places for sows.



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### Purpose of this guide

This Guide is intended to help if you are on a farm subject to regulation by the Chief Inspector of the Industrial Pollution and Radiochemical Inspectorate (IPRI) under the regime of **Integrated Pollution Prevention and Control (IPPC)**. IPPC applies to farms used for the intensive rearing of pigs or poultry. The threshold for such farms to be regulated under IPPC is:

- 40,000 places for poultry; or
- 2,000 places for production pigs (over 30 kg); or
- 750 places for sows.

This guide provides a brief introduction to IPPC and explains where you can find more detailed information. It then gives advice on how to prepare applications for **new permits** - to allow new installations to operate when they first come under IPPC.

### What is Integrated Pollution Prevention and Control?

IPPC is a regulatory system that employs an integrated approach to control the environmental impacts of certain activities. It applies to many sectors, including the intensive farming of pigs and poultry.

It involves determining the appropriate controls for farm units to protect the environment through a single process. To gain a permit, Operators will have to show that they have systematically developed proposals to apply the "Best Available Techniques" (BAT) and meet certain other requirements for environmental protection, taking account of relevant local factors. The essence of BAT is that the selection of techniques to protect the environment should achieve an appropriate balance between realising environmental benefits, and the costs incurred by Operators.

Once a permit has been issued, other parts of IPPC may come into play. These include compliance monitoring, periodic permit reviews, variations of permit conditions and transfers of permits between Operators. IPPC also requires the restoration of sites when the permitted activities cease.

IPPC operates under the Pollution Prevention and Control Regulations (Northern Ireland) 2003 (the PPC Regulations). These Regulations have been made under the Environment Order (Northern Ireland) 2002 and implement the EC Directive 96/61 on IPPC. Further information on the overall system of IPPC, together with Government policy and more detailed advice on the interpretation of the Regulations, can be found in the DoE document *IPPC: A Practical Guide*. Annex A to this Guide explains where copies of the Regulations, *IPPC: A Practical Guide* and other documents can be obtained from.

### Does IPPC apply to you?

IPPC applies to you if you are the "Operator" of the whole or part of an IPPC installation. The PPC Regulations define an **Operator** as the person who has control over the operation of the installation (or who will have such control if the installation is not yet operating). The Operator may be a "legal person" (such as a company) or a "natural person" (an individual). The Operator must be an appropriate person to fulfil the obligations that arise under the permit.

### How to use this guide

The Guide should be used as part of an overall "regulatory package" which comprises several elements.

Within this package:

- the IPPC Directive, Environment Order (NI) 2002 and PPC Regulations set the main legal framework;
- other legislation - for example laws setting Environmental Quality Standards (EQSs) or sector-specific controls - may bear upon the application of IPPC in individual cases;
- the Standard Farming Installation (SFI) Rules give details of the operational and environmental requirements for animal units.
- *IPPC: A Practical Guide* sets out the Government's policies on how IPPC should be applied and how particular terms should be interpreted; other Government guidance will also be relevant in some cases.
- the IPPC Application Form for intensive animal units provides a structured basis for preparing the various kinds of applications; and
- IPPC Guidance explains what will normally be expected of Operators, through "Sector Specific Technical Guidance", or through cross-sectoral "Horizontal Guidance" on general topics such as noise or energy. Such guidance will take account of the European Union BAT Reference (BREF) notes that are being published by the Commission.

Annex A provides further information on available guidance.

This Guide describes the main provisions of IPPC that relate to the making of applications to be determined by IPRI. It explains what is involved in obtaining a permit, and what happens after a permit has been issued in relation to variations, transfers and surrender. It provides advice, in particular, on how to use the Application Form and the related Technical Guidance.

**When do you need to apply for a new permit?**

When you should apply for a new permit will depend on whether your installation is “new” or “existing”. These terms are defined in the PPC Regulations and explained in *IPPC: A Practical Guide*.

**When do you need to apply for a permit for a new installation?**

The definition of **new installation** in the IPPC Directive includes those which were not operating in October 1999, or which were not subject to a full request for a permit in October 1999. (Those that were subject to a full request for a permit in October 1999 would have needed to have started operating by October 2000 to qualify as existing). This definition includes some intensive farms which were operating when the PPC Regulations came into effect on 31<sup>st</sup> March 2003.

After this date, new installations cannot be brought into operation until an IPPC permit has been granted. For pig and poultry units this would include the keeping of livestock within a newly constructed unit.

*IPPC: A Practical Guide* suggests that an Operator should normally submit an IPPC application when full designs have been drawn up but before any construction commences. This will minimise the possibility of investment that does not meet the standards required. If you have already introduced the techniques that you propose in your application, but the Inspector judges them inadequate, the expenditure that you have already made will not be relevant to the determination of whether you meet the BAT criteria. This is a matter for your commercial risk.

It may be possible to time your IPPC application alongside other submissions required under other regimes. If planning permission is also required, the IPPC and planning applications should be submitted in parallel whenever possible.

**When do you need to apply for an existing installation?**

**Existing installations** will come under IPPC in one of three ways. These are described in *IPPC: A Practical Guide*.

They are:

- permitting according to a transitional schedule;
- permitting ahead of the transitional schedule by agreement; or
- permitting ahead of the transitional schedule in the case of a “substantial change”.

The transitional schedule is set out in the PPC Regulations. For pig and poultry units the transitional schedule dates are 1 November 2006 to 31 January 2007. During this period, applications must be submitted for any farms not previously brought under IPPC.

You may wish to apply for a permit ahead of the transitional schedule. To do this, you must first gain the agreement of IPRI. The system would become overloaded if everyone were to apply for permits early. Therefore, *IPPC: A Practical Guide* indicates that any Operator wishing to come into IPPC

early should demonstrate how they would be disadvantaged if this were not permitted.

If you wish to make a “substantial change” to an existing installation ahead of the relevant period, you will have to apply for a permit. A “substantial change” is any change in operation that may have a significant negative effect on human beings or the environment. Responsibility for assessing the effects of any potential change lies with the Operator. However, determining whether or not any negative effects are significant will be a matter for IPRI’s judgement based on the facts of the case. *IPPC: A Practical Guide* sets out broad principles underlying this judgement.

## After a Permit has been issued

### What happens after a permit has been issued?

Getting a permit is only the first step of the overall regulatory process. Once a permit has been issued, other aspects of the regulatory regime come into play. The main parts are outlined below.

#### ◆ Compliance

Inspectors will assess compliance with the conditions of your permit. We may take various actions to enforce compliance, including serving enforcement notices, suspending operation, bringing prosecutions and, in rare cases, revoking the permit.

If you receive a permit, you will remain responsible for the obligations arising under it (including the payment of fees) unless and until we:

- accept the transfer of the permit to another Operator;
- accept the surrender of the permit; or
- revoke the permit.

#### ◆ Permit reviews

From time to time we will review the conditions of your permit. This may lead to a variation of the conditions (see below). Guidance notes published by the UK regulators set out the normal review periods that are appropriate for installations in each sector. However, we can review your permit at different times, depending on circumstances.

#### ◆ Changes and variations

Once you have a permit, you may wish to change the way you operate your farm. As long as this does not conflict with any requirements of your permit, you may submit a simple notification informing us of the proposed change. This

notification process is set out in the PPC Regulations and described in *IPPC: A Practical Guide*.

If you wish to make a change that would require a variation to any part of your permit, you must make an application. Your Inspector may also initiate a variation, for example following a permit review. Your Inspector may additionally consolidate a permit if, for instance, the permit has been amended several times.

#### ◆ Permit transfers

It is an offence to operate an installation without being the holder of a permit. If you wish to transfer your permit, in whole or in part, to another Operator, you and the proposed transferee must make a joint application. Any transfers must be approved **before** they take place.

#### ◆ Closure and site restoration (Decommissioning)

If you cease or intend to cease operating the whole or part of your installation, you may apply to surrender the corresponding part of your permit. As part of your application to surrender, you will need to give us a site report describing the state of the land on closure. This, together with the site report that you submitted with your permit application, and operational records, will indicate any steps that need to be taken to avoid any pollution risk and return the site to a satisfactory state.

#### ◆ Public information

IPRI is required to place various items related to installations on the public register. These include the permit, monitoring data, details of enforcement actions, and all particulars of any variation, transfer or surrender, as well as the original applications. There are some exceptions on the grounds of commercial confidentiality and national security.

**How do you make an application?**

You can make any application by completing the Application Form for pig and poultry units. You can obtain the form by telephoning 02890 569299, or via the NIEA website [www.ni-environment.gov.uk](http://www.ni-environment.gov.uk)

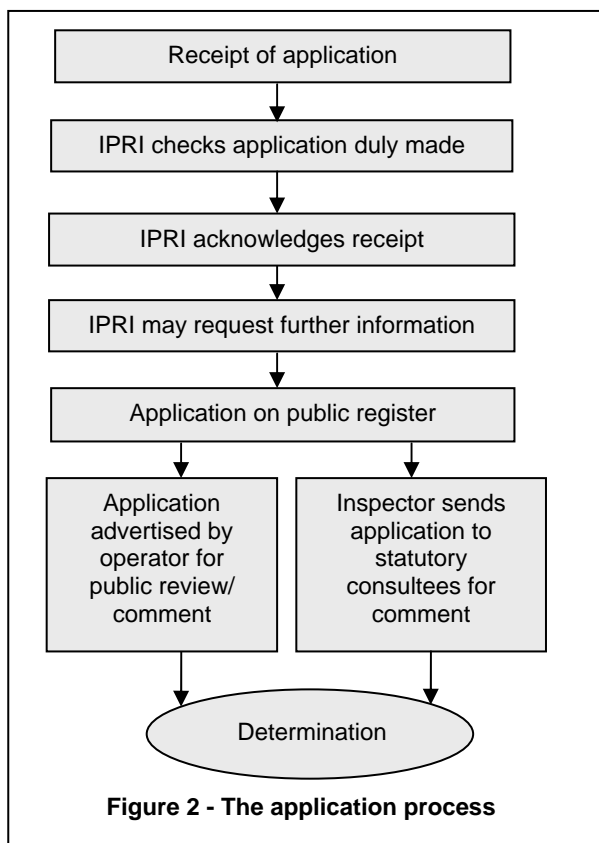
The form has been designed to reflect the requirements for applications in the PPC Regulations. Please complete it in black ink, then submit it and all other relevant information to IPRI. You will also need to submit a fee under the PPC charging scheme ( unless applying for a non chargeable item like an administrative change to the permit). There are questions on the form that will help you to calculate the appropriate fee.

You may apply for a permit to operate a pig and poultry installation under one of two categories:

- An application using the Standard Farming Installation Rules;
- An application requiring a site specific permit where the Standard Farming Installation Rules do not apply

In each case the appropriate fee will depend on the size of the installation – the charging scheme sets four bands for different sizes of installation.

Applications using the SFI Rules will pay a smaller application fee (see Part F). They will also find it easier to complete their application, as the SFI Rules provide clear information on each issue to be addressed by the applicant.



**What should you do before you apply?**

Before you make any application - whether for a new permit, variation, transfer or surrender - you should:

- check that you are required to make an application and understand the requirements of the legislation; and
- read through the appropriate parts of the Application Form and the relevant associated Technical Guidance documents.

Before you prepare an application you may wish to discuss it with IPRI. That way we may help to clarify important issues like whether or not you actually need to make an application and how to present the information required. We can only put limited time into such discussions in order to be able to divide our attention fairly between different Operators.

**What will we do with your application?**

The application process is shown in Figure 2. Details of the various elements are described below.

◆ *Checking whether the application is duly made*

Your Inspector will check that an application is duly made in accordance with the PPC Regulations. This depends on whether the application as initially submitted is complete in a legal sense, such that we are able to process it. For your Inspector to consider an application duly made, the main requirements are that it should:

- use the proper Application Form;
- relate to an installation which is subject to regulation by IPRI under IPPC;
- be submitted with IPRI's prior consent where required (i.e. for a permit for an existing installation submitted ahead of the normal transitional schedule without proposing a substantial change);
- be accompanied by the necessary fee; and
- address all of the necessary points.

If we think an application is not duly made, we may return it to you and will provide an explanation.

- If you apply for a **permit for a new installation** you cannot normally bring the installation into operation until a permit has been granted. ( Except for transitional cases.) We cannot issue a permit until we have received an application that is duly made.
- If you apply for a **permit for an existing installation** your application must be duly made no later than 31 January 2007 if you wish to continue operating while we process the application. If an application is not duly made until after the relevant period, it will be an offence to operate the installation until a permit is issued.
- If you apply for a permit for an **installation where substantial change is being made** you cannot normally make the change until the permit has been granted. We cannot issue a permit until we have received an application that is duly made.

## Making an Application (continued)

- With an application for a **variation, transfer or surrender**, you can continue operating if the application is not duly made but only in accordance with your current permit.

### ◆ Acknowledging receipt

If we are satisfied that the application is duly made we will acknowledge it and, if you request, send a receipt for the fee. We will also give you a contact name and telephone number for your Inspector.

### ◆ Further information

We have structured the Application Form, the SFI Rules and guidance in a way that aims to help you provide all of the information needed. However, in some cases we may need to request further information from you before we can determine your application. Where this is the case, we will send you a notice specifying the information required and the period allowed for its submission. If you think you will not be able to provide the information or respond by the date specified, you should let us know as soon as possible. Failure to provide an adequate or timely response may lead us to judge that your application has been withdrawn.

### ◆ Public register

We will put a copy of your application and any further information that relates to it on the public registers, excluding any details that have been determined to be commercially confidential or affect national security. We will also provide copies of the information for inclusion on public registers maintained by district councils. If there is to be public consultation on your application (see below), we will tell you the address of the public registers. You will need to know this in advertising your application.

### ◆ Consultation

The law requires that we consider comments from the public and “statutory consultees” before we determine all new permit applications and for all variations involving a “substantial change”. We may also undertake consultation for variations that do not involve a substantial change, and may consult on a non-statutory basis for any other application. Any claims for commercial confidentiality or national security are resolved before consultation.

If the public is to be consulted, the PPC Regulations state that you must advertise your application in at least 1 local newspaper and the *Belfast Gazette*, providing certain information. Annex B gives more detailed instructions relating to the wording, timing and placement of advertisements in practice, plus a sample advertisement.

With regard to statutory consultation, we will send copies of your application to the various statutory consultees. These are other bodies with specialised interests and expertise who may comment on the application.

### ◆ Determination

Once we have gained sufficient information and any processes of consultation have finished, we will determine your application. For new and substantially changed installations, IPRI are required to advertise a draft determination.

### How long should it take for a decision to be reached?

The PPC Regulations set statutory periods following receipt of a duly made application within which we should normally reach a decision. In most cases these will be as follows:

- for a permit application for a new site, six months until a draft determination is made;
- for a permit application for an existing site, nine months;
- for an application for a variation, six months if consultation is undertaken under the terms of the PPC Regulations and three months in other cases; For a substantial change, IPRI are required to advertise a draft determination;
- for an application for a transfer, two months; and
- for an application for surrender, three months.

These periods do not include the time taken for the Operator to respond to any additional requests for information after the application has been submitted. In complex cases, the Inspector and the Operator may agree that a longer period is appropriate. However, the Operator does not have to agree to this and may appeal to the Planning Appeals Commission against “deemed refusal” if IPRI does not complete a determination in the period specified by the Regulations.

### What can you do if you are dissatisfied with the outcome of your application?

You may appeal to the Planning Appeals Commission if your application is refused or you are dissatisfied with any permit conditions we impose on you. We will send details of how you can appeal when we advise you of our decision on your application. Appeals should be brought within time limits specified by the PPC Regulations.

The notes on the front page of part A provide further information about completing the form. It also asks you for an application reference number. If you are applying for a variation, transfer or surrender, you should write your existing permit number here. In all other cases, please leave this section blank.

Please ensure that you are completing the right version of the application form for the year in which you are applying.

### A1 About your application

These questions are intended to provide an “at-a-glance” summary of key application and associated reference details.

#### Question A1.1

##### **Name and address of farm .**

Please provide the name and address of the farm on which the

unit is sited.

#### Question A1.2

##### **Name and address of installation.**

Please write the name and address of the installation if it is different from

that of the farm. Please also provide the Ordinance Survey grid reference for the one of the principle animal houses of the unit in the boxes provided.

If you are one of several Operators applying for new permits at a single installation, you should all write the same name here so that it is clear that your applications all relate to the same installation.

If you are one of several Operators at an installation, it may be difficult to establish a single site address that applies to the whole installation. In this case you should write the address that corresponds to the part of the installation for which you are applying, for example the address of the premises for your activity. The primary requirement is to provide an address that will enable IPRI to identify the correct part of the installation. A PO Box number should not therefore be used.

If you already hold an IPPC permit and are applying for a **variation, transfer or surrender**, please write the name that was assigned to your installation when the permit was granted.

When providing details of postal addresses in this or any other part of the Application Form, please include the postcode. Where you are asked to write the locality, this means the local district of a Post Town where the installation is situated.

#### Question A1.3

##### **Existing Permits.**

Please provide details in the box provided of any pollution control permits (other than IPPC) that remain in force for the installation. Please identify all relevant district council air pollution control authorisations, Waste Disposal Licences or Water Discharge Consents. For each you should provide the permit number, type of permit and the date on which it was issued.

### A2 Authorised contacts

#### Question A2.1

**Authorised contact.** Please provide details of a person we can contact with questions on your application. This need not be someone who can answer all such questions, but should be someone who can co-ordinate a response. It may be an agent rather than the Operator.

### A3 About the operator

These questions are concerned with the identity and legal status of the "Operator". The 'Operator' means the person whom it is proposed will have control over the installation in accordance with the permit.

In the case of an application for a transfer, the details that relate to the **proposed** Operator (i.e. the transferee) should be provided by answering the questions in Part D of the Application Form. The questions in Part A should be completed in relation to the **current** Operator.

#### Question A3.1

**Legal status of operator.** Please identify whether you are applying to be the Operator as an individual or a group of individuals, a partnership, or a company/body corporate. You may wish to discuss this issue with an Inspector before completing the Application Form if you are not sure which applies. How you answer this question will determine which question (A3.2, A3.3 or A3.5) you should go to next.

#### Question A3.2

**Details for individual applicants.** You need to provide the information requested here if you are applying as an individual or a group of individuals. If you apply as an individual and a permit is granted, you will be personally responsible for ensuring compliance with the permit conditions. If you apply as a group of individuals, each of you will be responsible.

#### Question A3.3

**Details for applicants in partnerships.** You need to provide the information requested here if you are applying as a partnership as permits can only be issued to named individuals, not a partnership name. Information is required from each individual who is a member of the partnership.

#### Question A3.4

**Details of the partnership.** If you are applying as a partnership, please give the name of the partnership and the other information requested to demonstrate that the partnership exists as a legal entity.

#### Question A3.5

**Details of companies or corporate applicants.** You need to provide the information requested here if you are applying as a company or body corporate. If you are applying as a company you will need to provide a copy of the Certificate of Incorporation and certificates of any subsequent name changes. If you are applying as any other type of body corporate please provide evidence of your status, e.g. a reference to the relevant legislation by which the body corporate is established.

The company registration number that you supply under this question (where appropriate) should relate to the registered company that will operate the installation, rather than the parent company of a large group of registered companies.

Most applicants answering this question will be companies rather than "bodies corporate". The term body corporate refers to other bodies which are not commonly described as companies. Examples are, those incorporated pursuant to some general Act of Parliament (e.g. building societies), those incorporated pursuant to a royal charter or special Act of Parliament ("public corporations") and insurance companies. Applicants will normally know if they fall into any of these categories.

#### Question A3.6

**Details of holding companies.** If you are a subsidiary of a holding company within the meaning of **Article 4 of the Companies (Northern Ireland) Order 1986**, you should tick the "Yes" box in this question and then provide the relevant details in the spaces provided.

Article 4 states that: "A company is a 'subsidiary' of another company, its 'holding company', if that other company:

- holds a majority of the voting rights in it, or
- is a member of it and has the right to appoint or remove a majority of its board of directors, or
- is a member of it and controls alone, pursuant to an agreement with other shareholders or members, a majority of the voting rights in it,

or if it is a subsidiary of a company which is itself a subsidiary of that other company".

### Question A4

**Non-technical summary.** The PPC Regulations require that a non-technical summary is

produced for every installation. Your answers will be used as a summary of your application for the public register.

**It will usually be easiest to fill in this section once you have completed the rest of the form.**

### Question A4.1

**Summary of details about your installation.** This section requires

you to provide the type and number of animals that are housed. It also asks you to identify whether other specified activities also take place on the site.

### Question A4.2

**Summary of operational activities.** This part of the application should only be

completed when you have finished the remainder of the application. In this section you should explain briefly how your farm and other directly associated activities is operated, and the measures you take to prevent pollution. **It must include the main points about your installation and its effects on the environment.** This would normally include stock numbers, density, housing conditions, procedures for cleaning, collecting and storing waste, feeding, water and ventilation arrangements, the use of any specific treatments to minimise run-off or waste handling problems, and the arrangements for waste disposal (including carcasses). Where arrangements have been particularly designed to minimise environmental impacts please explain what has been done, and why.

This summary should aim to be no more than one side of A4, and technical language or jargon should be avoided. For examples of non-technical summaries for poultry and pig farms, refer to the NIEA example applications and supporting documentation for poultry and pig farms.

For example: a non-technical summary for a broiler farm:  
"Broilers kept in 3 xyz type sheds each containing 20,000 birds. Birds stocked at 15 birds per m<sup>2</sup> on a concrete floor bedded with wood shavings. Birds introduced as day olds and harvested at approximately 42 days. Sheds are then emptied, and a contractor removes litter by tractor and trailer directly to field stores for spreading. The building is then disinfected, and fresh dry wood shavings are added for the next crop of day old chicks. The clean-out period is about 10 days. There are 6.9 production cycles per annum.

Sheds are ten years old and are well insulated, with concrete floors and an internal sump to collect any liquid. Ventilation is by wall mounted electric fans and temperature and humidity are automatically monitored, controlled and recorded by a computer system. Target levels are 22°C, and 50% - 70% relative humidity and litter is estimated to have a 65% - 70% dry matter content. Nipple type drinkers are used, and water consumption is monitored daily. Balanced diets from UKASTA accredited mills are bought in. These have the

correct quantity and quality of fats, oils, etc. Additives such as digestive enzymes are also used to reduce the moisture content of litter. Shrubs have been planted around sheds and adjacent to fan outlets.

These measures are intended to reduce the production and emission of ammonia, odours and dust from the sheds, and prevent liquid washings escaping to the environment. This in turn should reduce the environmental impact of the farming activities. For example, dust escapes from the sheds through the ventilation, the shrubs will help trap dust and reduce emissions. Odour is reduced by keeping litter dry, whilst ammonia production is reduced by using optimum levels of protein in the diet.

Litter is spread on land as a fertiliser in accordance with the requirements of a manure management plan. The plan details the methods and timing of the operation and quantities applied to each field annually to minimise the risk of pollution.

Carcasses are incinerated on site using a small incinerator with a combustion chamber designed to minimise emissions to the atmosphere."

The questions in Part B are specific to applications for new permits or for substantially changed installations. This section should be completed for applications for a Standard Farming Installation permit or for those requiring a site-specific permit. You must complete all the relevant sections of Part B.

In order to assess your application we need to know about the installation and the systems you operate. By adhering to **Standard Farming Installation (SFI) Rules**, which you should read before you complete this form, a simplified procedure can be followed.

**B1 About the installation**

**Question B1.1**

**Installation table for new permit application.**

Please complete the table to identify the entire scope of the installation and the activities that are carried out in it. In most cases it is expected that a single Operator will run a single installation. If, however, different parts of a single installation are run by different Operators, then all of the Operators will need to work together to develop consistent answers for the table. You may need to discuss this issue with IPRI before any applications are submitted. If IPRI receives conflicting applications from Operators who run different parts of the same installation, we are unlikely to be able to determine some or all of the applications.

The Operator is the person/s identified in this application as the operator of the installation. Should any of the directly associated activities have a permit in their own right then the relevant operator should be identified.

Please provide details of the installation in the first table at B.1.1. Examples of main IPPC activities include rearing broiler chickens, or egg production from laying hens involving more than 40 000 places; and for pigs, the rearing (fattening) of production pigs (over 30kg) involving more than 2000 places, or the rearing of pigs involving more than 750 sow places.

Relevant 'directly associated activities' are those that will be carried out on the same site and have 'a technical connection' with the main IPPC activity and which could have an effect on pollution. Typical examples might include the mixing and compounding of feed, or swill feeding. You should refer to the PPC Regulations or contact IPRI for advice on whether you have directly associated activities to declare.

**Question B1.2**

**Why is the application being made?** This requires you to tick the appropriate box depending upon whether the application is for a new installation, an existing installation or for one for which a 'substantial change' is proposed. Note that the definition of new includes any units that have started up or exceeded a threshold since October 1999. Applications will also be required for any sites which have undergone substantial change since October 1999. (See page 5 of this guide).

**Question B1.3**

**Site maps and reports.** This question identifies two sets of documents that must be submitted with your application.

Firstly, you need to provide a **site report**. This must describe the condition of the site for the part of the installation in respect of which you are applying. Guidance on the preparation of site reports for intensive livestock installations is available from IPRI.

Secondly, you should provide suitably detailed maps showing the location of the site of the installation and any directly associated activities, for which you are seeking a permit. (You should preferably use 1:2500 scale for buildings and a larger scale for surrounding area. 1:10000 maps tend to be expensive and 1:50000 will be adequate in most cases.)

**You must make sure that the maps are legible and that you have the necessary permission to make copies of the maps. You must also place a reference number on the site map and report that you submit.**

Again, if there are several Operators in an installation, they may wish to produce a common set of maps or plans, and then submit one copy each with their applications. The submissions should make clear which parts of the site and installation relate to each Operator.

### B2-B4 Impact on the Environment

These questions are central to your application. You are required to set out various details about the steps that you propose to take to ensure that the environment is protected as a whole from activities taking place on your site.

Sections B2-B4 follow the 3 basic steps for demonstrating that your proposals meet the regulatory requirements:

- **demonstrating that the techniques you are proposing are BAT and meet the other requirements of the PPC Regulations (Section 2);**
- **comparing the resulting emissions with any BAT-based benchmarks (Section 3);**
- **assessing the impact of those emissions on the environment (Section 4).**

In order to make satisfactory responses to them you should refer to the Standard Farming Installation Rules and Guidance and other relevant technical guidance.

- ◆ *Using existing information when answering these questions*

Your answers to the questions in Sections B2, B3 and B4 will comprise a package of material that you should submit along with the completed Application Form and other attachments.

You may already have some information that is relevant to these questions, for example documentation from previous regulatory regimes or information collated for assurance schemes. Where this is the case, you may attach the relevant information and cross-refer to it. You should ensure that it is clear what parts of any such attached information are being cited and how they relate to your answer to each part of these questions.

- ◆ *Demonstrating that you will meet the required standards*

IPRI will need to be confident that the operation of your installation will meet the requirements of the PPC Regulations and other legislation. Thus, you should aim to demonstrate, in your responses to questions in Sections B2, B3 and B4, how you propose to achieve this.

The principal requirement is that emissions (of any substances, vibrations, heat and noise) must be prevented or reduced at least to the standards achievable using BAT. *IPPC: A Practical Guide* explains the principles behind BAT. In some cases it will be necessary to reduce emissions further, for example to ensure that requirements relating to matters such as compliance with environmental quality standards and minimisation of long distance and transboundary pollution are met.

We are also required to include other conditions in a permit that we consider appropriate to give effect to provisions relating to issues other than emissions, e.g. energy efficiency, waste management and accidents. We need to ensure your proposals are satisfactory in this regard.

If we are satisfied with your proposals, and that the other requirements of the legislation are met, we will issue you a

permit containing appropriate conditions that correspond to what you have proposed. If we are not satisfied we may do one of four things:

- 1) We may invite you to submit further information in those areas where we believe there are deficiencies in your application or the proposals you have made.
- 2) We may issue a permit with conditions that go beyond or are additional to what you have proposed.
- 3) We may issue a permit that only allows the operation of those activities in respect of which we are satisfied, excluding some other activities for which the application was made.
- 4) We may refuse the permit.

#### ◆ *What the SFI Rules and Guidance contain*

The SFI Rules and Guidance note follow the structure of Sections B2, B3 and B4. They describe the information that you should provide to address these issues. This includes advice on where detailed assessments are required and, where appropriate, clear indicative requirements against which your proposals should be compared.

### B2 Your proposed techniques

#### Questions B2.1–B2.11

These questions require you to demonstrate that the techniques you are proposing are BAT and meet the other requirements of the PPC Regulations.

Sections B2.1 to B2.11 of the SFI Rules and the Technical Guidance note deal with the corresponding application questions B2.1 to B2.11 and cover the various aspects of your farm.

Question B2.1.1 requires you to give details of your inspection and maintenance schedule and provide documentary support for this.

Question B2.1.2 requires you to state whether your staff have received training as detailed in **section 2.1.2** of the Standard Farming Installation Rules. If they have you must supply a document referencing this and, if not, you should indicate when training is to be undertaken.

Question B2.2.1 requires you to provide information on raw materials use as detailed in **Section 2.2.1** of the SFI Rules. The table requires you to provide details of the biocides, pesticides, veterinary medicines, bedding types, fuels and oils which you use. You should indicate whether these are on approved lists and state both the annual quantity that you use and how much you store on site. You may wish to provide this information in a different format than the table, but all of the required information must be supplied. Where there is a choice of a less environmentally hazardous alternative (eg you are using a different substance to those on the approved list), you must justify your reasons for choosing that particular material. You should complete the inventory in relation to when the installation is operating normally, rather than anticipating any emergency situations.

Question B2.2.2 requires you to describe the type of feed to be used and the proposed feeding regime, as described in **Section 2.2.2** of the SFI Rules. It also requires you to state whether digestive enzymes or other additives will be used.

Question B2.2.3 requires you to provide information on water use. Requirements are detailed in **Section 2.2.3** of the SFI Rules. In addition collecting and using clean rainwater can contribute to reducing water costs. You should give details of the current or proposed water use per annum. Information from NI Water Ltd bills will be sufficient for existing units. New units should give an estimated use based on livestock requirements and best practice for other water uses such as cleaning out. Further guidance on this is available from a number of sources including the DARD Code of Good Agricultural Practice for prevention of pollution to water and the MAFF document on waste minimisation. If a water audit has not been submitted as part of the application give details of your proposed timetable for completion, which **must be within 3 years of the date of the permit**.

Question B2.3. The questions in this section consider the techniques that you may adopt to prevent and control pollution. This is addressed by considering different types of operation that may take place on the farm and requiring you to provide specific information about each of them.

Question B2.3.1 requires you to provide information on measures you adopt to control pollution from feed delivery, milling and preparation. Requirements for feed delivery,

milling and preparation are given in **Section 2.3.1** of the SFI Rules. The main environmental considerations are emissions of dust, odour, noise & vibration, and spillage to drains or watercourses. You should provide details of how you will prevent and control pollution for these and other aspects.

Question B2.3.2 requires you to provide information on measures you adopt to control pollution from the storage of fuel oil, other oils and chemicals. Requirements for storage of agricultural fuel oil, other oils and chemicals are given in **Section 2.3.2** of the SFI Rules. Fuel and oil must be stored in such a manner that spillage does not occur. You must demonstrate that stores subject to existing legislation are of the required standard, and smaller stores are constructed and located in such a manner that pollution will not occur. Existing unbunded tanks exempt from current legislation should be upgraded to meet these requirements. Smaller quantities should be kept in a manner that ensures leakage will be contained, e.g. oil barrels should be stored on sump pallets. Pesticides should be kept in accordance with the requirements of the MAFF/HSE Code of Practice for the safe use of Pesticides on Farms and Holdings, and the Code of Good Agricultural Practice for the Prevention of Pollution of Water and veterinary medicines should be kept in a secure dry store capable of retaining spillage and leaks. Please provide sufficient information about your stores to allow us to make an assessment. The information required in part (i) of the box should be included in the Accident Management Plan and, if so, provide us with a copy of the Plan and make reference to it here.

Question B2.3.3 requires you to provide information on measures you adopt to control pollution by minimising emissions from housing. Requirements for minimising emissions from housing are detailed in **Section 2.3.3** of the SFI Rules. Some of the information you provide in answer to this question may also be relevant to Question B2.4.1, in which case you should indicate in your answer here where other issues are addressed. You should describe in detail:

- the housing type including ventilation and heating, insulation, drinker system, slat/floor design, bedding; manure handling systems;
- explain how the housing has been selected to minimise emissions to the environment;
- the management of the house;
- how you prevent contaminated run-off from yard areas;
- if clean roof and yard water is separated from dirty areas;
- measures used to minimise noise and odour;
- footbaths used and method of containment of disinfectants.
- measures used to minimise noise and odour.

Question B2.3.4 requires you to provide information on measures you adopt to control pollution from slurry, litter and manure storage. Requirements for slurry, manure and litter storage are detailed in **Section 2.3.4** of the SFI Rules. You should provide information on proposed and existing storage facilities and demonstrate that these will meet the requirements of the Rules. You may have covered some of these issues in Question B2.3.3.

Question B2.3.5 requires you to provide information on measures you adopt to control pollution from manure *management*. Requirements for slurry/litter/manure management are detailed in **Section 2.3.5** of the SFI Rules. You are required to indicate whether your installation is a new and expanded unit, or an existing installation. All applicants should provide details of:

- the amount of slurry/litter/manure handled per year;
- the methods used to empty buildings/stores and transport slurry/litter/manure;
- the measures you have in place to prevent run-off when cleaning sheds;
- the slurry/litter/manure storage facilities, including how you select sites for field storage of solid litter/manure if relevant;

If a contractor is used for slurry/litter/manure removal, state who this is, and give details of any contractual arrangements.

When slurry/litter/manure is spread on your own land:

- state the nutrient status of soil where manure is spread (based on analysis initially conducted at least once every four years); For existing installations, if analysis is not available at the stage of application, an assumed soil nutrient status can be used (please refer to the NIEA guidance on slurry and manure management planning).
- provide a Slurry and Manure Management Plan equivalent to the requirements stipulated in the SFI Rules.

Where manure is exported to third parties for spreading,

- for new and expanded installations, provide a nutrient management plan equivalent to the requirements stipulated in SFI rule 2.3.5.1.
- for existing installations, provide written evidence of arrangements equivalent to the requirements stipulated in the SFI rules 2.3.5.2 and 2.3.5.3 ie. quantity of nutrients generated from the installation; nutrient capacity of the land currently used for spreading; and initial proposals for addressing any nutrient surplus.

For each of these issues you should provide specific references to attached documents in the box provided. You may have covered some of these issues in Question 2.3.4.

Question B2.3.6 requires you to provide information on measures you adopt to control odour if there are any people within 400m or substantial complaints have been received in the past. Requirements to control odour will be site-specific, depending on the location of the installation. You should use the "Guidance for Odour Management at Intensive Livestock Installations" to prepare an odour management plan if one is required. The box requires you to specify any specific parts of the environment that could be affected by odours and any substantial complaints that have been caused by the farm.

Question B2.4 requires you to provide information on the disposal of dangerous substances to land and water. This refers to specific lists of substances, called List I and List II substances. You should assume that all pesticides and veterinary products contain either List I or List II substances. Disposal onto or into land requires authorisation, whilst **use** does not. Information about the Groundwater Regulations, and best practice can be obtained from the Northern Ireland Environment Agency. Disinfectants in footbaths do not need to be included provided footbaths do not overflow, and effluent from footbaths is disposed of by applying to land with slurry or manure in accordance with SFI Rules, Section 2.3.3. You may carry out routine disinfecting of housing, in which case

you should give details of how you do so and what happens to any waste material/washings contaminated with disinfectants that arise. This information may be included in your answer to question 2.3.3, in which case you should simply refer to that document here. If in any doubt you should consult IPRI for further advice on this.

Question B2.5 requires you to give details of records which are kept of waste produced at your installation, as well as providing details on waste minimisation. Requirements are given in **Section 2.5** of the SFI Rules. You must identify the quantity and type of waste produced, e.g. packaging, paper, plastic, scrap metal, chemicals and disinfectants, animal carcasses, veterinary medicines and syringes etc. and explain what you do to minimise the quantities of waste produced (slurry, litter and manure are dealt with in Section B.2.3.3). If you have not undertaken a waste minimisation audit, give details of your proposed timetable for doing so, which **must be within 3 years of the date of the permit**. If you propose to dispose of waste, explain why recovery is either technically or economically not feasible. Describe measures you may take to ensure that impacts on the environment resulting from disposal are minimised. Of particular importance is the disposal of animal carcasses.

Question B2.6 requires you to provide information relating to energy use and the climate change levy, if applicable. Requirements are described in **Section 2.6** of the SFI Rules, together with details of audit guides and packages. If you are subject to a Climate Change Levy Agreement you should provide details of your participation in the agreement. If you are not subject to a Climate Change Levy Agreement, you should submit records of your current annual energy use (e.g. from bills or meters) or provide a description of your proposed energy use. **You must complete an energy audit within 3 years of the permit date**

Question B2.7 requires you to demonstrate that you have a management plan to prevent accidents and to manage their consequences if they do occur. Requirements for accident prevention and management are detailed in **Section 2.7** of the SFI Rules. A standard format for an accident management plan is detailed in **Appendix 2** of the Rules. Your plan should include the procedures you would take to minimise environmental risks and hazards from accidents and their consequences.

Question B2.8 requires you to provide information on measures you adopt to control noise and vibration if there are any people within 400m or substantial complaints have been received in the past. Requirements to control noise will be site-specific, depending on the location of the installation, as referred to in **Section 2.8** of the SFI Rules. You should use the "Guidance for Noise Management at Intensive Livestock Installations" to prepare a noise management plan if one is required.

## Explanatory Notes on Part B of the Application Form (continued)

Question B2.9 asks you to provide information relating to the monitoring of emissions. Requirements are detailed in **Section 2.9** of the SFI Rules. In most circumstances estimates of emissions to air can be based upon standard emission factors included in the application form, and livestock numbers. These data will be used to calculate emissions from the installation. Please provide details of any other existing or proposed monitoring that is carried out e.g. monitoring ammonia concentrations inside livestock housing. You should provide details of the sampling and testing schedule for the nutrient status of slurry/litter/manure to demonstrate the monitoring of your emissions to land (refer to requirements of SFI Rules in section 2.3.5). Please also provide details of monitoring arrangements for discharges to water.

Question B2.10 requires you to provide information on measures that would be taken to decommission the farm unit once it is no longer used for intensive animal production. Requirements are detailed in **Section 2.10** of the SFI Rules. Even if you have no intention to close the installation, it is a requirement of the PPC Regulations that you have a site closure plan for the installation – the SFI rules require that this plan is prepared and maintained within 12 months of the issue of a permit. This should state how you will return the site to a satisfactory condition on cessation of activities, and avoid any pollution risk. The site should be returned to a condition no worse than it was in, from an environmental perspective, when the permit was applied for. Guidance on the preparation of site reports for intensive livestock installations is available from IPRI.

### B3 Your proposed emissions

#### Question B3.1

This question asks you to compare the emissions resulting from your proposed techniques.

To assist you with emission of ammonia (and dust from poultry) to the atmosphere, the tables in the application form provide emission factors for different categories of livestock housing, manure storage and landspreading techniques. In section a) enter the number of pigs/poultry, in section b) enter the area of the manure store, and in section c) enter the tonnes of manure spread per year. Multiply by the factor provided to give the total emission per year for each source, then calculate the total emission by adding the totals for section a) b) and c).

#### You should also give details of:

- other emissions, for example discharges to watercourses or sewers, or stack emissions from incinerators;
- emissions to land;
- any other emissions from the installation that you are aware of.

If your application is for a new or recently built installation, an Environmental Statement may have been prepared for your planning application. If an Environmental Statement is available, it should be submitted as part of this application. Please provide a document reference number in the box provided. **If you will be undertaking an environmental assessment as part of a planning application you are advised to consider the requirements of IPPC as well.** If an Environmental Statement is not available, you may wish to seek specialist advice to assist you in determining the

environmental impacts. Guidance on assessing the environmental impacts of poultry and pig farms is available from IPRI.

### B4 The impact of your proposals on the environment

#### Questions B4.1–B4.4

These questions require you to assess the impact of your emissions on the environment.

Please give details of the environmental effects of emissions from the installation. The information you provide should be relevant for the parts of the environment that may be affected by the installation. The most likely impacts will be the effects of ammonia emissions on the environment, the effects of spreading manure/ litter/ slurry and the impact of odour nuisance. Other less obvious impacts may include dust, vehicle movements, visual impacts, noise and discharges to watercourses, on to land, as well as damage to sensitive habitats.

As well as people and the environment in general you should consider impacts on statutory designated areas, such as Nitrate Vulnerable Zones, Areas of Special Scientific Interest, National Nature Reserves, Environmentally Sensitive Areas (ESA), Areas of Outstanding Natural Beauty, and on local environmental assets such as trees with Tree Preservation Orders etc.

The basic stages of assessing the environmental impacts of your installation are as follows:

- identify the activities of the installation that are likely to affect the environment (both negatively and positively) (the nature and quantity of emissions to air, water and land were established in Part B.3.1);
- identify the potential effects of emissions on resources and receptors. Resources affected are likely to include air, water and soil, receptors may be crops, woodland, plants or people affected by the emissions;
- determine the pathways linking the emission with resources or receptors. Links between the source of pollution, such as animal housing, and the receptor may be direct or indirect. For example, ammonia from fan outlets may have a direct toxic effect on trees nearby. This would be a short-term direct effect. Ammonia in the atmosphere falling on sensitive sites downwind of the farm may result in changes over time due to increased nutrients. This would be a long-term indirect effect;
- predict the likely nature and magnitude of any effects. For example, the impact of any fertilising effects of ammonia on arable land may be negligible, but the same fertilising effect on a semi-natural woodland could be considerable. Spreading slurry immediately up-wind of a housing estate could result in a severe but short term impact.

## Question B4.4

### **Assessment of affects on 'European' sites.** You must determine if emissions from your

installation are likely to affect sites with a conservation designation (made or proposed) under the Conservation (Natural Habitats etc.) Regulations (NI) 1995, known as European sites. These sites have the highest level of statutory protection and include Special Areas of Conservation (SAC) and Special Protection Areas (SPA). Some Areas of Special Scientific Interest (ASSI) are potential European sites. Northern Ireland Environment Agency can provide information and advice on these designated conservation sites.

Emissions from the installation could affect conservation sites within 2 kilometres and it is possible that they could affect sites in a wider radius. You should show that you have adequately considered the likely effects, this may require atmospheric modelling, and taken steps to reduce your emissions to an acceptable level.

The environmental assessments required in sections B4.1 to B4.4 may best be considered in the same document.

## **B5 EIA Directive assessments**

### Question B5.1

#### **EIA Directive information.** You are required to provide information so that we can take account of any

relevant Environmental Impact Assessment (EIA) for your installation undertaken in fulfilment of EC Directive 85/337 on the assessment of the effects of certain public and private projects on the environment (the EIA Directive).

If the development of your installation or any subsequent change or extension of it has required an environmental statement under the EIA Directive, please supply a copy of it and details of any decisions made in respect of it through the planning process. You may need to obtain this information from the DoE Planning Service if you do not already have it. You should supply the information regardless of whether the environmental statement was required in respect of a past planning decision that has already been determined or a current planning application that has yet to be determined.

## **B6 Statutory consultees**

This section of the Application Form asks a series of questions that will assist prompt processing of your application by ensuring your application is sent to the right statutory consultees. In some cases you may need to identify specific authorities, such as the applicable district council, Health and Social Services Board or Harbour Authority. If you do not know the name of the appropriate authority in relation to a question, please contact your Inspector and we will endeavour to help you to identify the authority or direct you to another source of information.

### Question B6.1

- a) **District Councils.** Please identify the relevant district council in whose area your installation is situated.

### Question B6.2

#### **How many copies are required?**

IPRI is required to consult others on your application under the PPC Regulations. This part of the form will help you to determine how many copies of your application you need to send to IPRI. This will normally be at least 6 copies, but could be as many as 10 depending on where your installation is sited and which interests it may affect.

In determining whether additional copies are required to be submitted with your application, you should consider the following:

- Does the installation involve the release of any substance into a sewer? If so an additional copy will be required for the NI Water Ltd.
- Is the installation within 2 kilometres of any Areas of Special Scientific Interest (ASSI's), or do you believe it could have an effect on an ASSI or European site, as defined in the Conservation (Natural Habitats etc) Regulations (Northern Ireland) 1995? If so an additional copy will be required for Conservation Designations and Protection Unit of NIEA.
- Is there a discharge into any waters? If so a copy will be required for the Water Management Unit of NIEA.
- Is there a discharge into an inland fishery water? If so an a copy will be required for The Department of Culture Arts and Leisure.
- Is there a discharge into waters under the control of the Loughs Agency or Waterways Ireland. If so they will require a copy.

**Please note that the remaining consultees are unlikely to be relevant for farming applications. If you are unsure, contact IPRI for advice**

- Does the installation include a specified waste management activity as defined in the PPC Regulations? If so a copy will be required by Planning Service
- Is there a discharge into sea fisheries waters? If so a copy will be required from the Department of Agriculture and Rural Development
- Could the installation involve the release of substances into a harbour managed by a Harbour Authority? If so an additional copy will be required for the Harbour Authority.
- Is your site covered by the 'Control of Major Accident Hazard' (COMAH) Regulations?.

The table indicates the number of copies required for all applications and lists additional statutory consultees which may require consultation. If you determine that they should receive copies you should add '1' to the right hand column and provide a total at the end of this column.

### *Explanatory Notes on Part C of the Application Form*

Part C of the Application Form covers applications for a variation to the permitted activity. Please refer to Form Q57/4 Part C or contact IPRI for advice on 02890 569299.

### *Explanatory Notes on Part D of the Application Form*

Part D of the Application Form covers applications for the transfer of the permit between operators. Please refer to Form Q57/4 Part D or contact IPRI for advice on 02890 569299.

### *Explanatory Notes on Part E of the Application Form*

Part E of the Application Form covers applications for the surrender of permitted activities. Please refer to Form Q57/4 Part E or contact IPRI for advice on 02890 569299.

This part of the form should be completed and signed.

### F1 Fees and charges

When you send us an application, you need to enclose a fee in all cases except where the application is for a non-chargeable variation. The application will not be duly made (valid) unless the necessary application fee is received.

The notes below should be used in conjunction with the Department's *Charging Scheme for Pollution Prevention and Control*, which you should have received with your Application Form, to help you answer the questions on the form. The scheme is updated every financial year (starting in April), so please make sure that you are using the right version for the year in which you are applying.

Please ensure that you are completing the right version on the application form for the year in which you are applying.

#### Question F1.1

**Application fee.** Please tick relevant boxes and insert the appropriate fee – please refer to the current charging scheme on the NIEA website [www.ni-environment.gov.uk](http://www.ni-environment.gov.uk) or contact your Inspector.

- For an application using the Standard Farming Installation Rules, depending on the size of your farm (and the corresponding Band) and whether you are landspreading slurry/litter/manure.
- For an application requiring a site-specific permit where the Standard Farming Installation Rules do not apply depending on the size of your farm ( and the corresponding Band).

#### Question F1.2

**Invoice address.** If you are granted a permit, you will be required to pay an annual subsistence charge. Please provide an address to which invoices for this charge should be sent.

### F2 Commercial confidentiality and national security

This section allows you to submit a claim for information to be protected as commercially confidential and asks you to tell us if you have applied to the Secretary of State for a direction on national security.

#### Question F2.1

**Commercial confidentiality.** You have the right to claim that any information contained in or attached to an application is commercially confidential. If you wish to do this, you should tick the “Yes” box in response to this question. You should submit an attachment giving precise reasons to justify any such claim. If possible, please submit the information that you consider to be confidential in a way that will allow it to be removed easily if we agree with your claim. For example, you may submit it on separate pages rather than mixing it with information for which confidentiality is not claimed. You should also mark the information “claimed confidential” where appropriate on the application form or any attachments.

IPRI will consider whether any such claim is justified. We are required to let you know within 28 days of receipt of the application whether or not we agree that the information is confidential, unless we jointly agree a longer period for this decision. If we agree, the application will be placed on the register with the confidential information removed. If IPRI does not agree, you may withdraw the application or appeal to the Planning Appeals Commission. If you do not appeal or withdraw the application within 21 days of our decision on the confidentiality claim, we will place the information on the public register. If you appeal, the information will only be placed on the register, if appropriate, once the appeal has been determined.

The scope for confidentiality claims is limited. Before making one you should read the relevant provisions of the PPC Regulations and the accompanying text in *IPPC: A Practical Guide*.

#### Question F2.2

**National security.** You may also claim that your application includes information that needs to be protected for reasons of national security. Any such claim should be submitted for determination by the Secretary of State, who will direct IPRI. Again, you should look at the PPC Regulations and *IPPC: A Practical Guide* before you make a national security application.

If you believe there is any information in your application that should be kept from the public register for reasons of national security, please **do not write anything on the Application Form that reveals this**. Rather, you should provide details on a separate sheet and attach a copy of the application to the Secretary of State for a national security direction. You should contact IPRI before submitting the application to ascertain who is authorised to receive such information. You should then submit the full application in a sealed package with the name of that person clearly marked upon it. To assist prompt processing, the Application Form (only, i.e. not any attachments) should be photocopied and, together with any application fee, should be placed alongside the envelope containing the full application in another package addressed to IPRI.

### F3 Data protection notice

The person signing the data protection declaration must be one of the signatories to Section F6. In signing the declaration you are confirming that you have ensured that the data protection notice in Section F3 has been brought to the attention of all the individuals named on the form.

The information you give will be used by IPRI to process your application. It will be placed on the relevant public register(s), and used to monitor compliance with licence/permit conditions, or to process renewal applications.

We may also use and/or disclose any of the information you give to us in order to:

- consult with the public, public bodies and other organisations (for example Health and Safety Executive, district councils, emergency services, other parts of NIEA) on environmental issues;
- carry out statistical analysis, research and development on environmental issues;
- provide public register information to enquirers;
- investigate possible breaches of environmental law and take any resulting action;
- prevent breaches of environmental law;
- offer/provide you with our literature/services relating to environmental matters;
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/ representatives who we may ask to do other things on our behalf.

Individuals have a right to see information we hold about them. We will correct it if it is inaccurate

### F4 Any Other Information

This section of the Application Form provides an opportunity for you to provide any other information that you wish us to take into account in considering your application.

You may attach any information that you consider relevant to your application. You are advised to avoid supplying non-relevant information as it can slow down the determination. Also, any information that you do supply may become part of the permit and, if so, you will need to be able to demonstrate compliance with it on an ongoing basis.

### F5 Signatures and Declaration

By completing and signing the declaration you should certify that the information in your application is correct. We will return unsigned applications.

Note that it is an offence under Regulation 33 of the PPC Regulations to:

- make a statement which you know to be false or misleading in a material particular;
- recklessly make a statement which is false or misleading in a material particular;

for the purpose of obtaining a permit (for yourself or anyone else).

If you make a false statement:

- you may be liable to prosecution; *and*
- if you are convicted, you are liable to a fine or imprisonment, (or both).

One or more signatures and associated information should always be provided in the boxes under the heading "**Signature(s) of operator**". These should be the signatures of the person (or persons) applying to obtain a permit.

## *Explanatory Notes on Part G of the Application Form*

This part of the form is to assist those applying under the Standard Farming Installation Rules. In order to benefit from reduced costs, you must comply with all the SFI Rules either now or within any timescale specified in the Rules. The table in this section shall be used as a checklist in making sure that you have assessed your compliance with all the Rules. You will need to complete the table by referring to the 'Standard Farming Installation Rules and Guidance'. Where you fully meet the requirements in the SFI Rules you should tick column one. If you do not meet the requirements in the SFI Rules you should tick column two, which means that you will need to apply as a non-standard application.

## *Explanatory Notes on Part H of the Application Form*

This Part of the form provides a checklist for you to check whether you have completed all of the required questions in the form and attached and referenced all supporting document. This summary will assist IPRI in assessing your application and will assist you in ensuring that all information is supplied that, therefore, your application can be processed.

When you have completed your application, please return the Application Form, together with all the supporting information and payment, to the address given on the form.

Please submit the original, signed Application Form that you have completed with its supporting attachments, plus an appropriate number of copies of each document. The number of copies required will vary depending on the type of application and the number of statutory consultees. This is shown in the table below. There is a similar table on the last page of the Application Form, which you can use to calculate the number of copies needed. The determination process will be slowed down if enough copies are not submitted, as we must send copies to all of the statutory consultees.

Please note that in the case of a variation application, the responsibility for deciding if any proposed change is substantial rests with IPRI. Therefore, if you apply for a variation and indicate that you think it may be a substantial change, we might decide that it is not substantial and could then return some copies of the application to you.

Conversely, if you think that a proposed variation is not a substantial change, but we take the opposite view, we will ask you for the additional copies required. The same is true if we decide to undertake statutory consultation on a non-substantial change.

Please contact us if you have any questions about the number of copies you should submit.

Reason Required	Application for Permit	Application for Variation with Substantial Change ("Yes" to question C1.4)	Application for: (a) Variation with no Substantial Change ("No" to question C1.4); (b) Transfer; (c) Surrender
Original for IPRI determination	3	3	3
Copy for IPRI public register	3	3	3
Copy for Food Standards Agency	3	3	7
Copy for district council public register	3 (may need more than one copy if on a boundary – question B6.1)	3 (may need more than one copy if on a boundary – question C6.1)	3 (may need more than one copy if on a boundary)
Copy for district council as statutory consultee	3 (may need more than one copy if on a boundary – question B6.1)	3 (may need more than one copy if on a boundary – question C6.1)	7
Copy for Health and Social Services Board	3 (may need more than one copy if on a boundary )	3 (may need more than one copy if on a boundary)	7
Copy for NI Water	Only if there is a discharge to sewer from the installation.	Only if there is a discharge to sewer from the installation.	7
Copy for NIEA Conservation Designations and Protection	Only if answer to question B4.2, B4.3 or B4.4 is "Yes"	Only if answer to question C4.2, C4.3 or C4.4 is "Yes"	7
Copy for Harbour Authority	Only if there is a discharge to a harbour under the authority's control.	Only if there is a discharge to a harbour under the authority's control.	7
Copy for Health and Safety Executive	Only if the installation is controlled under the Control of Major Accident Hazard Regulations.	Only if the installation is controlled under the Control of Major Accident Hazard Regulations.	7
Copy for Planning Service	Only if installation includes "specified waste management activities"	Only if installation includes "specified waste management activities"	7

## Glossary

ASSI	Area of Special Scientific Interest
BAT	Best Available Techniques
BREF	BAT Reference – sectoral notes being produced by the Commission
CCL	Climate Change Levy
CCLA	Climate Change Levy Agreement
COMAH	Control of Major Accident Hazards
DoE	Department of the Environment
EIA	Environmental Impact Assessment
ELV	Emission Limit Value
EQS	Environmental Quality Standard
FAPP	Fit and Proper Person
IPC	Integrated Pollution Control
IPPC	Integrated Pollution Prevention and Control
IPRI	Industrial Pollution and Radiochemical Inspectorate
PPC	Pollution Prevention and Control (the name of the regulations which cover, <i>inter alia</i> , IPPC)
SFI	Standard Farming Installation
SI	Statutory Instrument

## **Contents of documents relevant to IPPC**

<b>Section 1</b>	<b>IPPC Sector Guidance</b>
<b>Section 2</b>	<b>Relevant DoE Publications</b>
<b>Section 3</b>	<b>PPC Regulations</b>

### **Section 1 - IPPC Guidance**

The following documents are available from IPRI and can be downloaded from the **IPRI website**.  
[www.ni-environment.gov.uk/environment/industrialPollution/ippc\\_farmregs.shtml](http://www.ni-environment.gov.uk/environment/industrialPollution/ippc_farmregs.shtml)

- Latest version of the Standard Farming Installation Rules and Guidance for Poultry Production and Pig Rearing
- Notes for guidance of applicants
- Guidance for operators on noise management at intensive livestock IPPC installations
- Guidance for operators on odour management at intensive livestock IPPC installations
- Guidance for operators on slurry and manure management planning for intensive livestock IPPC installations
- Guidance for operators on preparing an agricultural water audit for intensive livestock IPPC installations
- Examples of supporting documentation for an application for a broiler, layer and pig farm.
- Guidance for treatment methods for lightly contaminated site run-off from poultry and pig units
- Guidance for operators on dietary management at IPPC pig installations
- Guidance for site reports for intensive livestock installations
- Guidance for assessment of environmental impacts from intensive livestock installations

### **Section2 - Relevant DoE publications**

IPPC: a practical guide

Local Air Pollution Control Guidance (Part C guidance)

[www.ni-environment.gov.uk](http://www.ni-environment.gov.uk)

### **Section 3 - PPC Regulations**

The Pollution Prevention and Control Regulations (Northern Ireland) 2003 is available in hard copy from TSO, or free in electronic copy via <http://www.tsonline.co.uk>.

## ANNEX B - Advertising Your Application

If you are required to advertise an application for public consultation, you must do so by placing advertisements in 1 local newspaper and the Belfast Gazette. The time periods for placing advertisements are:

- for an application for a permit:
  - 1) within a period of 28 days beginning 14 days after the day on which the application is made where there are no matters of commercial confidentiality or national security to be “disposed of” (this term is defined in the PPC Regulations); or
  - 2) within a period of 28 days beginning 14 days after the day on which any matters of commercial confidentiality or national security are “disposed of”;
- For an application for a variation:
  - 1) within 28 days beginning on the day that we notify you of the requirement to advertise, where there are not matters of commercial confidentiality or national security; or
  - 2) within a period of 28 days beginning 14 days after the day on which any matters of commercial confidentiality or national security are “disposed of”.

The advertisement should give a clear picture of the main details of the application in a way that is understandable to the public. The precise requirements for advertising are specified by the PPC Regulations. Broadly, each advertisement must:

- state the name of the applicant;
- state the address of the installation;
- describe briefly the activities in Part 1 of Schedule 1 to the PPC Regulations to be carried out in the installation and, in the case of an application for a variation, describe the change in the operation of the installation that would be authorised;

- state that the application describes any foreseeable significant environmental effects;
- state where any register which contains particulars of the application may be inspected and that it may be inspected free of charge;
- explain that any person may make representations in writing to IPRI within the period of 42 days beginning with the date of the advertisement and give the IPRI's address; and
- explain that any such representations made by any person will be entered in a public register unless that person requests in writing that they should not be so entered, and that where such a request is made there will be included in the register a statement indicating only that representations have been made which have been the subject of such a request.

You should word your advertisement carefully and check copies of the editions the advertisements appear in. If there is any mistake, you may have to re-advertise - this can be time consuming and expensive.

To prove that you have publicised your application, we will need to see the complete page of the local newspaper where the advertisement appeared. We need to see **originals**, not copies. We need the complete page so as to confirm the date, and may sometimes ask to see the complete newspaper.

The box overleaf provides a sample advertisement for a permit application.

Sample Advertisement

**Public Notice**

**PUBLIC NOTIFICATION OF AN APPLICATION MADE UNDER REGULATION 10  
OF  
THE POLLUTION PREVENTION AND CONTROL REGULATIONS (NORTHERN IRELAND) 2003**

*Notice is hereby given that “name of applicant” has applied to the Chief Inspector for a Pollution Prevention and Control (PPC) permit to operate an installation involving the intensive rearing of pigs / poultry. The installation is located at “site address” in “Name of district council” Area*

*The application contains a description of any foreseeable significant effects of emissions from the installation on the environment.*

*Information relating to the above application for a permit to operate the “name of installation” is held in registers at the following locations:*

*Klondyke Building  
Gasworks Business Park, Cromac Avenue  
Belfast  
BT7 2JA  
and  
“District Council Address”*

*Members of the public can inspect these registers free of charge at the above stated addresses during normal office hours. In addition, members of the public who wish to obtain a copy of the relevant information contained in the registers can do so upon the payment of a reasonable charge to cover the costs of copying.*

*Any objections or representations to the above PPC application should be made in writing to the Chief Inspector at the address below, within 42 days from the date of this public notice.*

*Klondyke Building  
Gasworks Business Park, Cromac Avenue  
Belfast  
BT7 2JA*

*Any such objections or representations will be entered into a public register unless the person making them requests in writing that they should not be so placed. If there is such a request, the register will only include a statement that there has been a request.*

**GUIDANCE ON THE PREPARATION OF A SITE REPORT IN A PERMIT APPLICATION**

Guidance on the production of a site report for pig and poultry installations is available from IPRI - please contact IPRI on 02890 569299 or access a copy on the NIEA website [www.ni-environment.gov.uk](http://www.ni-environment.gov.uk).