



## **Application for a permit for a waste wood combustion 50kg/hr or more but less than <90kg/hr (400kW net rated thermal input).**

Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2016

### **Introduction**

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

Use this form if you are applying for a permit to a Local Authority to operate a wood products manufacturing activity >1000m<sup>3</sup> wood in any 12-month period, with or without waste wood combustion 50kg/hr or more but less than <90kg/hr (400kW) as defined in Schedule 1 to the Environmental Permitting Regulations. **Internet search "Environmental permitting technical guidance PG5/1(21)" for specific guidance.**

#### **Pre-application discussions**

It is usually sensible to talk to one of our Environmental Health Officers before you complete and submit the application. The Environmental Health Resource Centre is currently dealing with Part B permit applications on our behalf. Please contact: Fay Rushby on 07802 349 581 or [fay@ehrc.org.uk](mailto:fay@ehrc.org.uk)

#### **Which parts of the form to fill in**

Please fill in as much of it as possible and enclose the appropriate fee. Then send it to:

#### **When complete email submissions are preferred:**

[environment@westsuffolk.gov.uk](mailto:environment@westsuffolk.gov.uk)

#### **Postal applications can be made to:**

Environment Team  
West Suffolk Council  
West Suffolk House  
Western Way  
Bury St Edmunds  
Suffolk  
IP33 3YU

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

We have made the application form as straightforward as possible, but please get in touch with us at the local authority address given above if you need any advice on how to set out the information we need. For declaration A in Section 'I' of this form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

#### **Additional information**

Where this form requires the submission of detailed information or additional documents, ensure that you clearly reference this additional information as instructed.

#### **Copies**

Please send **the original and 1 copy** of the form and all other supporting material, to assist consultation. If you are submitting your application electronically, no paper copies are required. Contact e-mail address: [fay@ehrc.org.uk](mailto:fay@ehrc.org.uk)

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

## A1 About the Operator

### A1.1 Name of the installation (business name)

P & F SAFEPAC COMPANY LIMITED

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

67-68 FRED DANNATT ROAD,  
MILDENHALL, SUFFOLK.

Postcode IP28 7RD Telephone 01638 713323

Ordnance Survey national grid  
reference 8 characters

TL

702

756

To find your grid reference, enter your postcode in <https://streetmap.co.uk/> click 'Go'. When the map loads, click on 'Click here to convert coordinates' which appears directly under the map.

### A1.3 Existing authorisations:

Please give details of any existing LAPPC or LA-IPPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(s):

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Please provide the information requested below about the "Operator", which means the sole trader, partnership or organisation who it is proposed will have control over the installation in accordance with the permit (if granted)

### A2.1 The Operator – Please provide the full name of each partner, sole trader, company or corporate body (the legal entity of the business)

P & F SAFEPAC CO. LTD.

Trading/business name (if different)

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Registered Office address

SAFEPAC HOUSE, FIELD ROAD, MILDENHALL, SUFFOLK,

Postcode: IP28 7AP

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Principal Office address (if different)

\_\_\_\_\_

Postcode:

Company registration number:

00872 451

## A2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?

No



Yes



name of ultimate holding company

Registered office address

\_\_\_\_\_

Postcode

Principal Office address (if different)

\_\_\_\_\_

Postcode

Company registration number:

\_\_\_\_\_

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

*It will help to have someone who we can contact directly with any questions about your application. The person you name should have the authority to act on behalf of the operator. This could be an agent or consultant rather than the operator.*

Name

[REDACTED]

Position

COMPLIANCE OFFICER

Address

SAFEPAC HOUSE, <sup>FIELD ROAD</sup> MILDENHALL,

Postcode

IP28 7AP.

Telephone number

01638 713323

Mobile number

[REDACTED]

E. Mail address

[REDACTED]

## B The installation

### B2 Why is the application being made?

New installation

☐

Existing installation that now needs a permit \*

☒

- \* If you have been operating an activity over the relevant thresholds without holding a permit, a late application fee will be payable. See section E. This is preferable to prosecution for operating without a permit.

### B3 Site maps – please provide:

- > A location map with a red line round the boundary of the installation

STATEMENT 7

location map reference: ATTACHED IN THE DESIGN AND ACCESS

- > A site plan or plans showing where all the relevant activities are on site:

- where the processing plant will be installed
- the areas and buildings/structures designated for materials and waste storage and the type of storage
- the conveyors and transfer points
- any directly associated activities or waste operations.

STATEMENT 7.

Site plan reference: ATTACHED IN THE DESIGN AND ACCESS

### B4 Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation?

- > 2km - where the installation involves a combustion activity ½ km in all other cases?

No

☐

Yes

☒

If yes, is the installation likely to have a significant effect on the special scientific interest or European protected sites?

No

☒

Yes

☐

If yes, please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual)

STATEMENT 7.

Document reference: ATTACHED IN THE DESIGN AND ACCESS

## C Waste wood combustion

### C1 What waste wood combustion equipment do you use or propose to use:

Provide the following information for each appliance:

- Make, model and serial number
- Chimney height and internal flue diameter
- Disposal rate in kg/hr
- Net rated thermal input. This will be a greater value than the output of your appliance and influenced by the appliance heat transfer efficiency. Ask the manufacturer if you are not sure
- RHI certificate and/or clean air act approval

Reference your documents here:

ELEN FARROW DOCUMENTS ATTACHED AND IMAGE OF SERIAL NUMBER

### C2 Describe how the height of your chimney was or will be determined in order to provide sufficient dispersion and dilution of combustion emissions. Local controls such as AQMAs or regional environmental policy may mean that tighter restrictions apply. Consult your Regulator.

Reference your document here:

AS PER PLANNING APPLICATION

### C3 How will the appliance(s) be operated (Tick all that apply)

- a) Automatic ignition ☐ Yes ☒ No
- b) Automatic fuel feed ☐ Yes ☒ No
- c) Full oxygen trim control ☐ Yes ☒ No

If your appliance is manually lit or stoked (if you answered 'no' to any of the above), provide a procedure to promote smokeless operation and reference it here:

PALLETS LOADED MANUALLY. INITIAL SMOKE ON START UP.  
TAPER IS LIT, FAN SWITCHED ON.

### C4 What wood do you burn or propose to burn (Tick all that apply)

- a) Own arisings only ☒ Yes ☐ No
- b) Hardwood, softwood, MDF, OSB ☒ Yes ☐ No
- c) Used packaging material, pallets ☒ Yes ☐ No
- c) Wood from installation jobs ☐ Yes ☒ No

If you propose to burn composite materials, provide manufacturer data sheets and reference them here:

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**You will not be permitted to burn any wood containing halogenated organic compounds or heavy metals from wood-preserved treatment or coating. If you cannot demonstrate that your waste wood is 'clean waste wood', you will not be permitted to burn it.**

## D Management, maintenance and training

- D1 The following checks will need to be made for compliance with any permit. Describe how you propose to record these checks (refer to Table 1 in Environmental permitting technical guidance PG5/1(21)):

Chimney smoke emissions: WEEKLY LOG ATTACHED - EXAMPLE SHEET.

- D2 If you have demountable semi-trailer(s) (C8b), provide a documented procedure for trailer changes and reference it here:

N/A

- D3 Provide a summary of how you maintain, or propose to maintain the equipment that you have told us that you use or propose to use, and reference it here:

AS PGR MAINTENANCE SCHEDULE.

- D4 Provide a summary of the personnel trained or authorised to operate the activities you undertake or propose to undertake, and reference it here:

SHAUN FLEET.

## E Application fee

Calculate your fee as follows:

### Activity

Waste wood combustion >50kg/hr combined activity

Late to permitting fee

### Defra fee

£1,650

£1,188

Total

### Fee Payable

£1650

£1188

£2838

Fees are set by the Department for the Environment and Rural Affairs (defra) and apply to England. The Devolved administrations have alternative fees structures.

**The incorrect fee will mean that your permit application will not be 'duly made' and will be rejected.**

If a permit is granted, we will need invoicing details for the annual subsistence charge. Provide those details here:

Name [REDACTED]

Position ACCOUNTS MANAGER

Address P. F SAFEPAC, SAFEPAC HOUSE, FIELD ROAD,

MILDENHALL, SUFFOLK Postcode IP28 7AP.

Telephone number 01638 713323.

E. Mail address accounts@safepac.co.uk.



## **F Protection of information**

### **F1 Any confidential or national security info in your application?**

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. *(Do not include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.)*

Document Reference: \_\_\_\_\_

N/A

### **F2 Please note: data protection**

The information you give will be used by the Council to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- assess customer service satisfaction and improve our service.

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

### **F3 Please note: it is an offence to provide false etc information**

It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else), to:

- make a false 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
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

If you make a false statement we may prosecute you, and if you are convicted, you are liable to a fine or imprisonment (or both).

## G Declarations A and B for signing, please



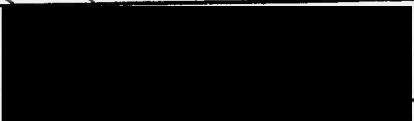
*These declarations should be signed by the person listed in answer to question A2.1 Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.*

### Declaration A:

I/We certify

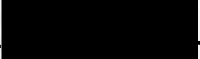


**EITHER** – As evidence of my/our competence to operate this installation in accordance with the EP Regulations, no offences have been committed in the previous five years relating to the environment or environmental regulation.

**OR-** The following offences have been committed in the previous five years which may be relevant to my/our competence to operating this installation in accordance with the regulations:

Signature:		Name:	
Position:	<u>MANAGER</u>	Date:	<u>21-2-25</u>
Signature:		Name:	_____
Position:	<u>DIRECTOR</u>	Date:	<u>16-5-25</u>

### Declaration B:

I/We certify that the information in this application is correct. I/We apply for a permit in respect of the particulars described in this application (including the listed supporting documentation) I/we have supplied. *(Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.)*

Signature:		Name:	
Position:	<u>COMPLIANCE OFFICER</u>	Date:	<u>21-2-25</u>
Signature:		Name:	_____
Position:	<u>DIRECTOR</u>	Date:	<u>16-5-25</u>

**Failure to sign both 'Declaration A' and 'Declaration B' will mean that your permit application will not be 'duly made' and will be rejected.**