

# Environmental Permitting 2014

## Newsletter

Welcome to our ninth newsletter.

The Council continues to review many of its functions to ensure the delivery of value for money services. The fees and charges collected by South Gloucestershire Council for Environmental Permitting must be used for the administration and enforcement of this regime.

### Reduced Activities and Simplified Permits

Businesses qualifying as "reduced activities" include petrol stations, drycleaners, vehicle refinishers/sprayers, small waste oil burners and some mobile plant. These are considered lower risk activities in terms of their potential to cause pollution so inspections are carried out less frequently. From September 2013 reduced fees also now apply to certain processes in the mineral sector (see below) and model (or simplified) permits will apply to these activities.

Which installations will require simplified permits?

Model (or simplified) permits will apply to most activities covered by the process guidance notes (mineral sector and manufacture of timber and wood based products) listed below with some exceptions (outliers) as indicated.

**PG 3/01(12) – Blending, packing, loading, unloading and use of cement**

(In the case of activities which are mobile plant or which have a silo with a design capacity of greater than 500 tonnes use standard permits)

**PG 3/02(12) – Manufacture of heavy clay goods and refractory goods**

(In the case of activities making refractory goods including furnace liners use standard permits)

**PG 3/05(12) – Coal, coke, coal product and petroleum coke**

(In the case of activities which are mobile plant or which are likely to have an annual throughput of coal greater than 250,000 tonnes in any twelve month period use standard permits)

**PG 3/07(12) – Exfoliation of vermiculite and expansion of perlite**

### **PG 3/08(12) – Quarry processes**

(In the case of activities which are mobile plant or which are likely to process more than 100,000 tonnes of material in any twelve month period use standard permits)

### **PG 3/15(12) – Roadstone coating processes**

(In the case of activities which are mobile plant use standard permits)

### **PG 3/16(12) – Mobile crushing and screening**

### **PG 3/17(12) – China and ball clay processes including spray drying of ceramics**

### **PG 3/18(12) – Mineral drying and cooling**

(In the case of activities which are mobile plant use standard permits)

### **PG 6/02(12) – Manufacture of timber and wood-based products**

What are the fees and inspection frequencies for simplified permits?

For the new simplified permits listed above, fees will be at a reduced rate and inspection frequency will be one 'full' inspection plus one 'check' inspection per year for sites rated as high risk; one 'full' inspection per year for medium risk; one 'full' inspection every two years for low risk.

## **Petrol Stations - New requirements for filling operations**

The [Petrol Vapour Recovery Stage I and Stage II Directives \(94/63/EC and 2009/126/EC\)](#) regulate the storage of petrol and dispensing of petrol respectively, in order to reduce the emissions of volatile organic compounds (VOCs) to atmosphere by recovering the vapour.

The Stage I directive was aimed at minimising VOC emissions from the storage, loading/unloading at terminals and from delivering to petrol stations. Some very small petrol stations are exempt from the requirements.

The Stage II directive deals with VOC emissions from filling vehicles with petrol and came into effect from 1 January 2012.

Key points in the stage II Directive are:

- By end 2018 all petrol stations with a petrol throughput of >3000m<sup>3</sup> must have stage II vapour recovery fitted.
- Any new service station with an actual or intended annual throughput of >500m<sup>3</sup> must be equipped with stage II vapour recovery on construction.
- Any existing service station with an actual or intended annual throughput of >500m<sup>3</sup> must be equipped with Stage II if they undergo "major refurbishment".
- Petrol vapour capture efficiency must be 85% or more.
- Where the recovered petrol vapour is transferred to a storage tank at the service station, the vapour/petrol ratio must be equal to or greater than 0.95 but less than or equal to 1.05.
- When fitted, a sign or sticker, or other notification, must be displayed on, or in the vicinity of the petrol dispenser informing consumers that a Stage II petrol vapour recovery system has been installed.

Petrol station operators are requested to continue to check annual throughputs. If your business is close to or exceeding the above limits you are advised to plan ahead for new equipment. We will need to vary your permit to include stage II. Please contact us for an application form or download a copy from our website ([www.southglos.gov.uk](http://www.southglos.gov.uk) - search term - pollution). Stage II vapour recovery equipment must be installed and operational by the end of 2018.

Better Regulation aims to reduce duplication of inspection visits to customers. Inspectors from Trading Standards now include environmental permitting requirements as part of their wider inspection remit for petroleum licensing.

## **Vehicle Refinishers - Non-compliant paint**

DEFRA have advised that reports have been received from members of the British Coatings Federation (BCF) of instances where non-compliant paint was being promoted and/or sold in contravention to the Paint Products Directive (PPD). BCF are advising through their trade journal that non-compliant paint should not be sold. All paint products compliant with the PPD have either a world symbol in blue or a book symbol with the PPD number below.

## **Integrated Pollution Control (LA-IPPC-PART A2 Installations)**

Three sites in South Gloucestershire continue to operate under A2 permits. These larger installations are required to control emissions to land and water in addition to air. They also have to limit waste, control noise, use energy efficiently and minimise environmental accidents.

The 'European Pollutant Release and Transfer Register' requires A2 operators to submit certain emissions data to us for validation before it is sent on to DEFRA - (Department for Environment, Food and Rural Affairs). We would like to thank our A2 operators for their assistance and patience in the move to a new on-line submission procedure last year. It is anticipated that future submissions will now be relatively straightforward.

## **Benchmarking**

South Gloucestershire Council host a regional officers' liaison group, sharing knowledge and enforcement experiences with other Councils in the region to ensure fair and consistent regulation.

As a group we also liaise with DEFRA, and attend their national meetings. We aim to ensure fair and consistent enforcement across the country.

## **Mothballing**

Activities which are operating below the permit threshold due to the current economic downturn have the opportunity to 'mothball' their permit. This avoids surrendering it and then again having to go through the application process and associated costs when business picks up in the future.

Mothballing can also be appropriate where a permitted site temporarily ceases operation. DEFRA has extended the maximum duration under the mothballing scheme so there is now no longer a three year limit on mothballing an activity. Subsistence fees are reduced by 60% for these permits.

If you feel that your business could qualify for this reduction in fees please do not hesitate to contact us.

## Waste Operations

A permit is usually required to undertake waste recovery, treatment, or disposal activities, however there are situations where this doesn't apply. These are known as waste exemptions, which are specific low risk waste operations.

Waste exemptions are normally registered by the Environment Agency. However if the activity is directly associated to your permitted process, it is not exempt. Your permit will need to be varied to include conditions regarding your waste operations, this is free of charge.

A list of exempt activities can be found at [www.environment-agency.gov.uk/exemptions](http://www.environment-agency.gov.uk/exemptions) and applies to T3 (treatment of waste metals and metal alloys by heating for the purposes of removing grease etc.) and T7 (treatment of waste bricks, tiles, and concrete by crushing, grinding or reducing in size). Activities should be registered with us even if they are not directly associated.

Any other activities which aren't directly associated to your permitted process, should be registered with the Environment Agency.

## Keep us Informed - Variations to Permits

Your permit is likely to have a condition requiring you to notify us of any significant changes in your operation. If you are unsure whether a change needs to be reported to us please contact us. Notification must contain a description of the proposed change in operation. You do not need to notify us if a formal application for a substantial change has been made. The definition of "changes in operation" includes "a change in the nature or functioning, or an extension, of the installation, which may have consequences for the environment". A change in operation could entail either technical alterations or modifications in operational or management practices or procedures; including changes to raw materials or fuels used and to the installation throughput.

Many changes at an installation may not have consequences for the environment however it is always considered good practice to notify us of any administrative changes such as the name and address of the operator (where the installation has not changed ownership) and we can simply amend the permit without going through formal procedures.

In practice it is always better to contact us before any changes occur. We will be able to let you know whether a simple letter or electronic mail notification will suffice or whether in the case of a substantial change a formal application is required.

Most variations do not attract a charge. Only formal applications for substantial changes require a fee to be paid.

## Keep us Informed - Transferring permits to a new Owner

Operators holding permits may change hands through normal business transactions. The Regulations allow the transfer of a permit, either for the whole installation or for one or more parts of it.

If you need to transfer all or part of your permit to someone else, a joint application with the new owner/operator must be made. Both parties need to sign the application and there is a small fee for us to administer the change. There are different levels of charges for full and partial transfers to reflect the more complex nature of a partial transfer. There is no fee for full transfers relating to 'reduced fee' activities.

## **Keep us informed - Surrendering Permits**

If your operation ceases, you must formally apply to surrender your permit. For Part A2 sites there is a fee payable when surrendering the permit to reflect the work that has to be undertaken but for Part B and reduced fee operations there is no charge.

## **Review of Process Guidance Notes**

DEFRA's Local Authority Unit periodically reviews the technical advice issued in the Process Guidance Notes applying to each sector to ensure they are up to date with technical advances and European legislation. The visiting officer will discuss any relevant changes with you but it is also advisable to obtain your own copy for your process. If you have not already done so, you can access a copy of the relevant note from the web address [www.defra.gov.uk](http://www.defra.gov.uk) (search term - ppc). Recent published notes include petrol unloading, bitumen, and animal feed processes.

## **DEFRA Issues - Consultation on LAPPC/LA-IPPC Charges**

DEFRA has published its annual consultation on charges for permits for the 2014/15 financial year. Fees are likely to be frozen again for 2014/15. Please note that there is a late payment fee of £50 for invoices not paid within 8 weeks of the issue date.

## **Time Monitoring for Permitted Installations**

87 processes in South Gloucestershire hold permits and include 34 petrol stations, 20 quarry aggregate and cement processes and 9 vehicle refinisher sites. Each year we have to report to DEFRA on the number and type of inspection visits we make. During the financial year April 2012 to March 2013 we carried out 84 inspections. Most inspections took between half an hour and 2 hours to complete. We were not required to serve any formal notices or take prosecutions last year.

Currently 10 sites are assessed as medium risk and 74 low risk processes. Low risk means you will only normally be inspected once a year, medium risk means you will normally see us twice a year. High risk requires two full inspections and one check visit per year.

## **What to expect from an inspection**

The purpose of an inspection is to assess compliance with the conditions in your permit. This is usually achieved by auditing documents such as maintenance records, emissions monitoring logs, solvent inventories etc.



We may request to see staff training records for staff who's jobs impact on the permit, for example the batcher in a concrete batching plant, the paint sprayer in a coating plant, and records for any new member of staff. Records should show the date and type of training, for example shadowing another experienced staff member, external training when new equipment is installed. Training records should be signed by both the trainer and the member of staff receiving the training. Officers may request to view the process in operation and observe how your staff operate the equipment, carry out tests, maintain records, maintain storage areas such as paint stores and manage waste. We may also check that records are accurate, for example, are solvent levels as stated, or does a petrol pump pass a test when we are present?

We may enquire whether operators and managers know what to do in the event of abnormal working conditions such as an emission of dust, plant breakdown or an accidental spill of chemicals. We aim to look at procedures and working instructions that affect activities covered by the permit.

## Become an 'efficient' operator

During routine inspections regulators have been asking operators how they have been streamlining their process to promote good practice – here are some of the ideas that have been suggested:

- Keep a simple permit file separate to other information – it helps the inspector and makes inspections more straightforward. It also makes record keeping more straightforward for the operator
- Make sure staff are aware of the permitted activity and that they know why the permit is in place
- Make sure all relevant staff are familiar with the permit file and where it can be found for when the regulator visits
- Ensuring that the permit is reviewed regularly - this can help with understanding its purpose and gives the added benefit of reassurance that the operator is in compliance/ knows the areas of concern that requires compliance
- If you are confused or concerned about anything, just ask us – we are here to help!

## USEFUL LINKS

[www.southglos.gov.uk/envpro](http://www.southglos.gov.uk/envpro)

[www.defra.gov.uk](http://www.defra.gov.uk) (search term – ppc)

[www.environment-agency.gov.uk](http://www.environment-agency.gov.uk) (search term – environmental permitting)

[www.opsi.gov.uk](http://www.opsi.gov.uk) (for legislation)

[www.carbonrust.co.uk](http://www.carbonrust.co.uk) (cut carbon emission)

South Gloucestershire Council

PO Box 299

Environmental Health

Civic Centre

High Street

Kingswood

Bristol BS15 0DR

Tel: 01454 868001

Email: [environmental.protection@southglos.gov.uk](mailto:environmental.protection@southglos.gov.uk)

Web: [www.southglos.gov.uk/envpro](http://www.southglos.gov.uk/envpro)

# Services we offer

## One off job and finish

We can provide a course of treatments to identify and eradicate existing pest control problem at your premises.

## Pest control service contract

Pest control service contracts can provide long term protection and peace of mind, and may be used on their own or following treatment to prevent re-infestation.

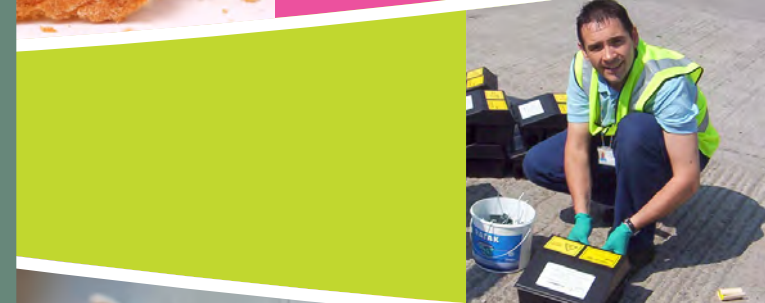
## Treatments offered

Rats, mice, squirrels, bed bugs, cockroaches, fleas, wasps and hornets, cluster flies, carpet moths, carpet beetles and ants. We also service electronic fly killers.

We are happy to provide you with a no obligation quote.

To discuss how we can help you please telephone **01454 868001** or email [environmental.protection@southglos.gov.uk](mailto:environmental.protection@southglos.gov.uk)

Minicom **01454 863055**  
[www.southglos.gov.uk/envpro](http://www.southglos.gov.uk/envpro)



South Gloucestershire Council

# Commercial pest control services

Environmental Health

If you need this information in another format or language please contact 01454 868009



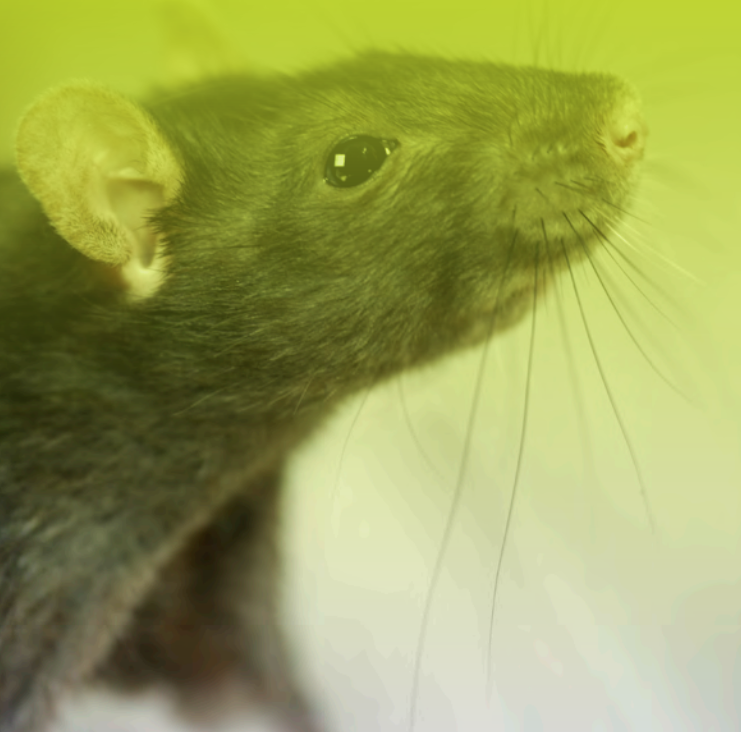
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Printed on recycled paper, containing a minimum of 75 per cent post-consumer waste 8306|10|12

[www.southglos.gov.uk](http://www.southglos.gov.uk)



The council has considerable experience in pest control and provides **protection** from the risks of pest infestations.



## Why pest control is important to your business

### Spread of disease

**Many pests can spread harmful diseases. Rodents carry a micro-organism that can cause the potentially fatal Weil's disease.**

Flies and cockroaches carry infections on their bodies and mouths and can carry these from dirty areas to clean areas, causing food poisoning and food borne diseases. Rodents and insects can contaminate food, equipment and working surfaces with excreta and hairs or body parts.

### Damage to property

Rodents gnawing can damage buildings and valuable stock, and rats and mice can cause fires by gnawing through electrical cables, or flooding by gnawing through pipes.

### Damage to your reputation

Businesses reputation can be damaged by pest infestations. If your business is prosecuted, the adverse publicity can affect the confidence of your customers. Food businesses can be particularly hard hit by adverse publicity.

### Why use South Gloucestershire Council pest control team?

- we put customer care at the heart of our service
- we provide a value for money; customer focused service
- we provide a fast local service.

All our staff are fully qualified to the requirements of the Royal Society for Public Health, and British Pest Control Association level 2 certificate in Pest Control, and are police CRB checked. Pest Control Officers undergo continuous professional training to ensure they are up to date in the latest industry developments. We put safety first and comply with all health and safety legislation and industry good practice.

### All our officers are covered by the council's public liability insurance.

We always try to identify and eradicate causes of infestations. Pest management is the key to effective treatment and we work with you to consider ways of improving the environmental management of sites to provide effective long term control of infestations, minimising the amount of pesticides used.

### Our pricing policy means you know what you have to pay with no hidden extras, and all our prices include VAT.

If needed, our officers can call on the advice and support of other council services to help you.

We have the backup of a pest identification service for some of the more unusual insects, so we know precisely what we are treating and the most appropriate method of treatment.