

Appendix 1 - Application form

Application for a permit for a timber and manufacture of wood-based products installation.

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2010

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a timber and manufacture of wood-based products installation as defined in Schedule 1 to the Environmental Permitting Regulations.

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete, send the form and the fee and any additional information to:

Insert local authority address CITY OF STOKE-ON-TRENT, CIVIC CENTRE, GLEBE STREET,
STOKE-ON-TRENT, ST4 1HH.

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 the purposes of Section H of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

LAPPC application form: to be completed by the operator

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For Local Authority use		
Application reference	Officer reference	Date received

A The basics

A1 Name and address of the installation (not required for mobile plant)

FITTINGLY LTD, SUTHERLAND ROAD, LINGTON, STOKE-ON-TRENT	
Postcode	ST4 3EF
Telephone	07812 426129

A2 Details of any existing environmental permit or consent (for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies.

CURRENTLY, NO EXISTING ENVIRONMENTAL PERMITS OR CONSENTS.

A3 Operator details (The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)

Name: ROB SCANLAN
Trading name, if different:
Registered office address: SPRINGVALE PARK INDUSTRIAL ESTATE, BILSTON, WEST MIDLANDS, ENGLAND, WV14 0QL
Principal office address, if different:
Company registration number: 114 255 28

A4 Any holding company?

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If "yes" please fill in details of the ultimate holding company.

No Yes

Name:

Trading name, if different:

Registered office address;

Principal office address, if different:

Company registration number:

A5 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 can be an agent or consultant.*

Name and position: ROB SCANLAN, OPERATIONS DIRECTOR.

Telephone: 07812 426129

Email: rob@fittingly.co.uk

B The installation

B1 What activities are, or will be, carried on at the installation? Please include “directly associated activities” (this term is explained in Annex III in Part B of the [general guidance manual](#)).

Please refer to Document 1.

B2 Do you operate a timber process and/or manufacture wood-based products?

Yes No

B3 Do you have a combustion process burning waste wood in an appliance greater than 0.4MW?

Yes No

B4 Why is the application being made?

new installation

change to existing installation means it now needs a permit

B5 Site maps – please provide:

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

Document reference: Document 2 and 3

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

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

To save applying for permit variations, you can also show where on site you might want to use for storage etc in the future.

Document reference: Document 3, 4 and 5

B6 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 includes Part B combustion

Yes No

- ½ km - in all other cases?

Yes No

If 'yes', is the installation likely to have a significant effect on these sites and, if so, 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](#))

B7 Will emissions from the activity potentially have significant environmental effects (including nuisance)?

Yes No

If 'yes': list the potential significant local environmental effects (including nuisance) of the foreseeable emissions

Document Reference: _____

- please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document Reference: _____

C The details

C1 Do you have arrestment plant on site? *[informs conditions 3, 5 & 13]*

Yes No

If yes, go to C2. If No, go to C8.

C2 If yes, does the arrestment plant use (tick all that apply)

a) bag filters Yes No

b) cyclones Yes No

c) other, please specify: _____

C3 If you have bag filters, do you have a filter maintenance programme?

Yes No n/a

[informs condition 3]

If you have bag filters, do you replace filter media at least every 4 years?

Yes No n/a

[informs condition 13]

C4 Do the continuous monitors have alarms which are: (tick all that apply)

a) visible

b) audible

c) alarm activation recorded automatically

d) is a trigger level set

If so, at what percentage of the emission limit is the value set? _____ %

C5 If you have cyclones, is the water content >20%, of the solid content by weight, of the wood you process? *[informs choice of abatement]*

Yes No n/a

C6 If you have cyclones, does the process only produce emissions comprised mainly of large particles? *[informs choice of abatement]*

Yes No n/a

C7 Does your arrestment plant have automatic shutdown in the event of a blockage? *[informs conditions 1 & 5]*

Yes No

C8 In which of the following will wood dust be stored?

(tick all that apply)

[informs conditions 4 & 8]

- a) silo
- b) bulk storage tank
- c) in fully-enclosed containers
- d) other - please specify: _____

C9 How do you transfer wood dust around the site?

(tick all that apply)

[informs conditions 10, 11 & 12]

- a) using pneumatic transfer
- b) belt conveyors
- c) fully-enclosed transport
- d) sheeted transport
- e) bagged
- f) other - please specify _____

If you use pneumatic transfer, will displaced air be:

(tick all that apply)

[informs condition 7]

- a) vented to arrestment plant
- b) back-vented to the delivery tanker
- c) other - please specify _____

C10 Which of the following methods will be used to minimise emissions at transfer points, including free fall of material?

(tick all that apply)

[informs condition 9]

- a) enclosed
- b) enclosed and ducted to arrestment equipment
- c) fitted with a chute
- d) other - please specify _____

Note: dusty material should be taken to be any material which can be wind-entrained. It excludes for example >3mm particles

C11 Does loading/unloading of dusty materials:

[informs condition 5 & 6]

- a) automatically stop for over-filling Yes No
- b) automatically stop for over-pressurisation Yes No
- c) have alarms to warn of over-filling Yes No
- d) have alarms to warn of over-pressurisation Yes No

1. OVERFILL ALARM FITTED INTERNALLY TO FILTER UNIT.
2. FLOW FLAP FITTED IN THE FLOW DUCT. THIS WILL BE CONNECTED TO A MICROSENSOR WHICH WILL TRIP SHOULD THE FLAP FAIL TO RAISE FROM ITS STANDARD POSITION, INDICATING A BLOCKAGE.
3. ENCLOSED SKIPS WILL HAVE VISUAL PANELS IN THE SIDE SO THE FILL LEVELS CAN BE CHECKED THROUGHOUT THE DAY.

C12 How will potentially dusty materials (including any raw materials, finished products and waste), arrive at or leave the site?
(tick all that apply) *[informs condition 12]*

	Raw Materials	Finished Products	Waste
Road	✓	✓	✓
Rail			
Other			

C13 When wood dust is moved offsite, do you fill vehicles directly from the arrestment plant?
[informs condition 5 & 12]
 Yes No

If yes go to C14, if No go to C15

C14 Do vehicles have *(tick all that apply)*

- a) side windows
- b) overfilling alarms

C15 Do you have environmental management procedures and policy?
[informs condition 3, 15 & 16]
 Yes No

D Anything else

Please tell us anything else you would like us to take account of.

Document Reference _____

E Application fee

You must enclose the [relevant fee](#) with your application.

If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.

ALL INVOICES TO BE SENT TO:
 invoices@fittingly.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. [General guidance manual](#) chapter 8 advises on what may be excluded. *(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 _____

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).

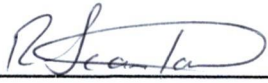
H Declarations A and B for signing, please

These declarations should be signed by the person listed in answer to question A3. 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.

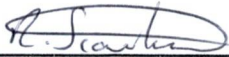
Declaration A: I/~~We~~ certify

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: ROBERT SCANLAN
Position: OPERATIONS DIRECTOR Date: 20/10/2025

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: ROBERT SCANLAN
Position: OPERATIONS DIRECTOR Date: 20/10/2025

Signature: _____ Name: _____
Position: _____ Date: _____