

All facilities variation duly made checklist.

Where the checks are split between PSC and NPT items in Blue to be completed by PSC and items in Green to be completed by a permitting officer.  
Complete all dates dd/mm/yy.

**Application details**

Log and track	8465
PAS Number	XP3830HX
EPR application no.	EA/EPR/BW9999IG/V005
EPR permit no. if issued	
Applicant name	Kronospan Ltd
Facility name	Chirk Particleboard, Holyhead Road, Chirk, Clwyd, LL14 5NT
Region	EA Wales
Area	North
Catchment if applicable	

**Dates Pre App 10/08/2010**

Date arrived in Environment Agency	13/10/2010
Date arrived in PSC ack by email 13/10/2010	13/10/2010
Date referred to NPT	
Date duly made	
Date returned to applicant or deemed withdrawn	
Date applicant sent duly made letter	
Date Sent to external consultees	
Date advert placed	
Date sent to public register	
Date saved on to EDRM	
Date added to determination work queue	

The duly made date is either  
(i) the date the application was originally received at the Environment Agency in the event of no additional information being requested during the duly make process.  
OR (ii) the date at which the final piece of additional information requested during the duly make process is received.

**Decision summary**

Action	yes	no	N/A	date	comments
Is the application duly made?					
If not duly made due to payment – request for payment made?					
Extra payment received?					
If not duly made – request for further information sent?					
Information received?					

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Request application return to applicant? State reason. For example it does not meet standard permit criteria due to distance to designated site.					
<b>Action</b>	<b>yes</b>	<b>no</b>	<b>N/A</b>	<b>date</b>	<b>comments</b>
Application returned to applicant as not duly made?					
Application charge returned to applicant?					
Applicant withdrawal of application?					
Has any overpayment been refunded?					

Final admin checks

Action	yes	no	date	comments
Have all documents been scanned into EDRM?				
Have all documents other than those that have been accepted as confidential or relate to national security been marked for the public register?				

Officer log

Add more rows if you need them.

	Name	Date	Time spent (mins)
Officer carrying out administrative checks	Nisbat Basharat	15/10/2010	90
Other PSC Officer			
Other PSC Officer			

Initial checks, including payment, confidentiality, national security and declaration - Part F1 or F2

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Has the correct application form been used?	√					
Have the right number of copies been sent?	√					
F1 1 For Opra charges only		√				
Table 1 completed for each facility?						
F1 2 Summary table 2 complete?		√		incomplete		
F2 1 Summary table complete?			√			
3 payment type shown?	√					
<b>Cheque, postal order, cash, credit</b>						

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**or debit card, BACS**

Charge supplied?

Amount £1280

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Charge supplied match amount stated on application? Amount £ 1280 Cheque no.051342	<input checked="" type="checkbox"/>					
Acknowledgement of cheque sent to applicant(If requested)? Date:		<input checked="" type="checkbox"/>				
5 Does the application contain notification of national security issues?  If yes all officers involved must follow <u>Environmental permitting: dealing with claims for national security</u>		<input checked="" type="checkbox"/>				
Has the applicant asked for any information to be kept confidential?  If yes all officers involved must follow <u>Environmental permitting: dealing with commercial and industrial confidentiality</u>		<input checked="" type="checkbox"/>				
Is the declaration complete?	<input checked="" type="checkbox"/>					
Have all applicant details been entered into IT system?	<input checked="" type="checkbox"/>					
Feedback given?		<input checked="" type="checkbox"/>				
<b>Duly made officer checks</b>	<input checked="" type="checkbox"/>					
Part F complete?  Has the correct person completed the declaration? Check against relevant people.						

**Application form Part A**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 – 5 Applicant details complete.	<input checked="" type="checkbox"/>					
6 Address details complete.	<input checked="" type="checkbox"/>					
Registered companies only.	<input checked="" type="checkbox"/>					
Is it registered on Companies House?						
7 Contact details complete.	<input checked="" type="checkbox"/>					
8 Feedback provided?	<input checked="" type="checkbox"/>					
Is the applicant a legal person as per	<input checked="" type="checkbox"/>					

definition of 'operator'?

**Note: only complete the checks for the Part C sections provided by the applicant.**

**Application form Part C1 adding or changing standard facilities**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1a) For IR only – customer reference number given?			√			
1b) Case reference and records provided? (pre-application)			√			
1c) permit number given?			√			
2a) activity reference number given and a box ticked?			√			
If admin variation ticked have they given details?			√			
Ticked either yes or no about converting to a standard permit?			√			
2b) Information entered to consolidate permit? N/A if no consolidation required.			√			
3 box ticked to say whether a change or addition?			√			
Table 2 Standard facility/facilities ticked?			√			
2c) facility grid references if more than one facility			√			
SR2009 No8 inert extractive wastes Waste management plan provided?			√			
SR2010 Nos 7,8,9,10 Deposit for recovery. All yes/no boxes complete and waste recovery plan provided?			√			
Duly made officer check for Deposit for recovery: Check pre-application details against info provided by applicant. If any changes from pre-app has operator explained them in their document?			√			
SR2010 Nos 2 or 3 SIC code given? UK Standard Industrial Classification of Economic Activities 2007			√			
3b) Installations only. Either yes or no box ticked? If yes ticked is document provided?			√			
4a) site plan provided? <b>(NA for mobile plant)</b>			√			

All facilities variation duly made checklist.

5a) installations, mining waste and waste only Relevant offences info complete?			√			
5b) relevant waste operations only Technical ability info complete?			√			

Action	yes	no	n/a	Info requested	Date due	Date rec'd
5c) installations, mining waste and waste only Finance info complete?			√			
Feedback provided?			√			
Duly making officer checks All sections of C1 complete and relevant documents provided and adequate?			√			

Location criteria checks on Easimap

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Check distance from nature conservation sites			√			
Check distance from workplaces and residential properties			√			
Distance from air quality management areas			√			
Distance from Groundwater Protection Zones			√			

Habitats search results	SAC	SPA	Ramsar	SSSI	Protected species	Shellfish or bathing water
	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N

Application form Part C2 – varying a bespoke permit general

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1a) For IR only – customer reference number given?			√			
1b) any pre-application discussions document or case reference provided?	√					
Pre-application record found in EDRM? Check EDRM even if operator has not provided info about pre-app.		√				
1c) Permit number given?	√					

All facilities variation duly made checklist.

2a) Variation type picked?	√					
If administrative variation – details given?		√				
2b) Table 1 complete for each activity and document provided if needed?	√					
<b>Action</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>	<b>Info requested</b>	<b>Date due</b>	<b>Date rec'd</b>
2c) permit numbers listed? N/A if no consolidation required.		√				
2d) Box ticked and if yes document provided?		√				
3 - Only completed when applying to add waste installations or waste operations to a permit.		√				
3a relevant offences information completed? If applicable document provided?		√				
3b) Technical ability information given?		√				
3c) Financial information given?		√				
3d) Management system information complete and document provided?		√				
4. Only if the variation means that the activity will become an installation.		√				
4a) complete? If yes sewerage undertaker named		√				
4b) complete? if yes harbour authority named		√				
4c) complete? If yes fisheries committee named		√				
4d1) complete?		√				
4d2) complete?		√				
5a) plan or plans provided?		√				
5c) non-technical summary provided?	√					
6 Risk assessment provided if applicable?		√				
Feedback provided?		√				
<b>Duly made officer checks:</b> Is all information in Part C2 and each associated document complete and acceptable? Also work through the following questions if applicable.	√					
Does the H1 Part 2 Risk Assessment require a Noise Management Plan?			√			
Noise Management Plan provided?			√			

All facilities variation duly made checklist.

Does the H1 Part 2 Risk Assessment require an Accident Management Plan?			√			
Accident Management Plan provided?			√			
Does the H1 Part 2 Risk Assessment require a Habitats Management Plan?			√			
Has a Habitats Management Plan been provided?			√			

**Application form Part C3 – varying a bespoke installation**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1a) One table for each activity. Information complete and document provided if needed?			√			
2 Emissions tables complete? One table given for each installation listed in 1a?			√			
3a) Technical standards info complete for each activity listed? Document provided if needed?			√			
3b) General requirements info complete for each activity listed? Document provided if needed?			√			
3c) Raw materials info complete for each activity listed? Document provided if needed?			√			
3d) sector questions. Check if any apply and that appendix is complete working through the questions in the appendices section below.						
4a) Measures for monitoring document provided?			√			
4b) Point source emissions to air only. Assessment provided?			√			
5 Environmental impact assessment needed? If yes, is document provided?			√			
6a) energy efficiency document provided?			√			
6b) change to energy use document provided			√			
6c) climate change levy information provided.			√			
6d) materials use justification document provided.			√			
6e) waste minimisation document provided.			√			
Feedback provided?			√			
<b>Duly made officer checks:</b> Is all information in Part C3 and each associated document complete and acceptable?		√				

**Appendices**

Further to question 3d check the relevant Appendix details have been completed

**Appendix 1 Combustion sector**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 Fuel table complete for each installation and document provided.			√			
Action	yes	no	n/a	Info requested	Date due	Date rec'd
2 Composition range information complete and document provided.			√			
3. NOx factors information complete for each installations			√			
4 LCPD info complete?			√			
5 plant information complete?			√			
6 information complete for multiple plant.			√			
7 and 8 'limited life derogation' declaration info complete?			√			
9 and 10 LCP information complete?			√			
<b>Duly made officer checks:</b> Is all information in Appendix 1 complete and each associated document acceptable?			√			

**Appendix 2 Chemicals sector**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1. Document provided.			√			
2. multi-product protocol info complete?			√			
3. SED info complete			√			
<b>Duly made officer checks:</b> Is all information in Appendix 2 complete and each associated document acceptable?			√			

**Appendix 3 intensive farming**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 Livestock info complete?			√			
2 question complete?			√			
3 question complete?			√			

All facilities variation duly made checklist.

<b>Duly made officer checks:</b> Is all information in Appendix 3 complete and acceptable?		√				
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<b>Appendix 4 Clinical waste sector</b>						
<b>Action</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>	<b>Info requested</b>	<b>Date due</b>	<b>Date rec'd</b>
1. pre-acceptance information complete and document provided?			√			
2. waste acceptance information completed and document provided?			√			
3. waste storage, handling etc. information complete?			√			
4. Monitoring procedures information complete and document provided?			√			
5. Additional waste information completed and document provided if applicable?			√			
6. Treatment activity summary document provided?			√			
7. Detailed layout plan for treatment plant provided?			√			
<b>Duly made officer checks:</b> Is all information in Appendix 4 complete and each associated document acceptable?			√			

<b>Appendix 5 hazardous and non-hazardous waste recovery and disposal sector</b>						
<b>Action</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>	<b>Info requested</b>	<b>Date due</b>	<b>Date rec'd</b>
1. pre-acceptance information complete and document provided?			√			
2. waste acceptance information completed and document provided?			√			
3. waste storage and infrastructure information complete and document provided?			√			
4. installation and infrastructure plan provided?			√			
5. Treatment activity summary document provided?			√			
6. Detailed layout plan for treatment plant provided?			√			
<b>Duly made officer checks:</b> Is all information in Appendix 5 complete and each associated document acceptable?			√			

All facilities variation duly made checklist.

<b>Appendix 6 waste incineration sector</b>						
<b>Action</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>	<b>Info requested</b>	<b>Date due</b>	<b>Date rec'd</b>
1a) WID information complete?			√			
1b) WID information complete if applicable?			√			
2 incineration line information complete?			√			
3 incineration line table/s complete.			√			
4. Plant information document provided.			√			
5 heat recovery information provided?			√			
6 Residues information document provided?			√			
Give line reference and complete checks 7-13 for each line (copy and paste repeat rows as needed)			√			
Line ref:			√			
7 Article 13 allowance information complete?			√			
8 HF WID Article 11(4) emissions monitoring information complete?			√			
9 water vapour monitoring information complete?			√			
10 HCl emissions monitoring information complete?			√			
11 HF WID Article 11(6) emissions monitoring information complete?			√			
12 SO2 emissions monitoring information complete			√			
13 fluidised bed technology information complete?			√			
<b>Duly made officer checks:</b> Is all information in Appendix 6 complete and each associated document acceptable?			√			

<b>Appendix 7 Landfill sector</b>						
<b>Action</b>	<b>yes</b>	<b>no</b>	<b>n/a</b>	<b>Info requested</b>	<b>Date due</b>	<b>Date rec'd</b>
1 ESID report provided?			√			
2 HRA report provided?			√			
3 SRA provided?			√			
4 LFGRA provided?			√			
5 Closure plan and post closure document provided?			√			

All facilities variation duly made checklist.

Action	yes	no	n/a	Info requested	Date due	Date rec'd
<b>Duly made officer checks:</b> Is all information in Appendix 7 complete and each associated document acceptable?			√			

**Application form Part C4 – varying a waste operation**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1a) One table for each waste operation. Information complete and document provided if needed?			√			
Does the application include mobile plant? These application are sent to a mobile plant officer for determination.			√			
1b) waste types listed?			√			
1c) Boxes ticked as needed? Deposit for recovery operation? Mark as N/A if not a deposit for recovery operation Document provided?			√			
2 Emissions tables complete One table given for each installation listed in 1a?			√			
3a) Technical standards info complete for each activity listed? Document provided if needed?			√			
3b) General requirements info complete for each activity listed? Document provided if needed?			√			
3c) Sector questions. Check if any apply and that appendix is complete working through the questions in the appendices section below.						
4a) Measures for monitoring document provided?			√			
4b) Point source emissions to air only. Assessment provided?			√			
Feedback given?			√			
<b>Duly made officer checks:</b> Is all information in Part B4 complete and each associated document acceptable?			√			

**Appendices**

Further to question 3c check the relevant appendix details have been completed

**Appendix 1 Clinical waste**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 Pre-acceptance information complete?			√			

All facilities variation duly made checklist.

Action	yes	no	n/a	Info requested	Date due	Date rec'd
2 waste acceptance information complete?			√			
3 waste storage, handling etc. information complete?			√			
4 monitoring procedures information complete?			√			
5. additional waste question complete and document provided if applicable?			√			
6. treatment activities document provided?			√			
7. layout plans provided?			√			
<b>Duly made officer checks:</b> Is all information in Appendix 1 complete and each associated document acceptable?			√			

**Appendix 2 hazardous and non-hazardous waste**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 pre-acceptance information complete?			√			
2 waste acceptance information complete?			√			
3 waste storage, handling etc. information complete?			√			
4 Waste facility and infrastructure layout plan provided?			√			
5. Treatment activities document provided?			√			
6. Layout plan for treatment plant location provided?			√			
<b>Duly made officer checks:</b> Is all information in Appendix 2 complete and each associated document acceptable?			√			

**Appendix 3 recovery to land for agricultural benefit**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 Characterisation document provided?			√			
2 agricultural benefit document provided?			√			
3 risk assessment – soil and food chain receptors provided?			√			
4. technical measures question complete and document provided if applicable?			√			

All facilities variation duly made checklist.

Action	yes	no	n/a	Info requested	Date due	Date rec'd
<b>Duly made officer checks:</b> Is all information in Appendix 3 complete and each associated document acceptable?			√			

**Application form Part C5 – new bespoke mining waste operation permit**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1 Mining waste operation chosen?			√			
2 Waste management plan provided?			√			
3. Category A facilities only (cross check Q1) external emergency plan provided?			√			
4a) Info on number of facilities complete?			√			
4b) Sector info complete?			√			
4c) Box ticked? If yes is form B6 complete (see checks B6)?			√			
4d) Box ticked? If yes is information provided in the waste management plan?			√			
Feedback provided?			√			
<b>Duly made officer checks:</b> Is all information in Part C5 complete and each associated document acceptable?			√			

**Application form Part C6 – new bespoke water discharge**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
Table 1 Has the customer selected the type of effluent in the application table?			√			
Table 1 Where there is more than 1 type of effluent, has a separate table and accompanying appendix been used?			√			
Table 1 Follow the table to guide you to which questions from 1 to 11 need completing.						
1 Variation details given?			√			

All facilities variation duly made checklist.

Action	yes	no	n/a	Info requested	Date due	Date rec'd
2a - d) Period of discharge information complete?			√			
3a - b) Discharge options complete?			√			
4a - f) Volumes of effluent complete?			√			
5a - m) Intermittent sewage discharges complete?			√			
6a - b) Treatment type information complete? Table complete for each stage of treatments?			√			
7a - g) Effluent content questions and table complete?			√			
8a - g) Monitoring arrangements complete?			√			
9a - b) Omissions of substances complete?			√			
10a - e) Design criteria complete?			√			
11a - d) Receiving environment complete? Relevant appendix complete?			√			
12 More information complete? Document provided if applicable? Feedback provided?			√			
<b>Appendices</b>						
Further to question 11 check the relevant Appendix details have been completed						
Appendix 2 Discharges to borehole			√			
Appendix 3 Discharges into land (infiltration system)			√			
Appendix 4 Discharges onto land (running the effluent over the land)			√			
Appendix 5 Discharges to tidal river, tidal stream, estuary or coastal waters			√			
Appendix 6 Discharges to non-tidal river, stream or canal			√			
Appendix 7 Discharges to a lake or pond			√			
<b>Duly made officer checks:</b> Is all information in Part B6 complete and each associated document acceptable?			√			

**Application form Part C7**

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1a) Plan of discharge area provided?			√			
1b) Grid reference for central point of discharge area given?			√			

All facilities variation duly made checklist.

Action	yes	no	n/a	Info requested	Date due	Date rec'd
1c) Discharge area field number question completed and document provided if applicable?			√			
1d) Measurements complete?			√			
1e) Discharge area question complete?			√			
2a) Water supply given?			√			
2b) Water supplies question complete?			√			
2c) Information about other permits or agreements complete?			√			
2d) Water feature plan provided?			√			
2e) Soil depth ticked?			√			
2f) Soil texture ticked?			√			
2g) Organic matter question complete?			√			
2h) Soil drainage question complete?			√			
2i) Box ticked? If No ticked skip to 2m and mark boxes in between N/A			√			
2j) Years given?			√			
2k) Drain information complete?			√			
2l) Groundwater depth information complete?			√			
2m) Vegetation information complete?			√			
2n) Vegetation changes information complete?			√			
Feedback given?			√			
<b>Duly made officer checks:</b> Is all information in Part C7. complete and each associated document acceptable?			√			

All facilities variation duly made checklist.

**Check completeness**

Q	Action	Yes	No	N/A	Notes
1	If permitting officer completing checks – are all admin checks complete?  If PSC advisor completing checks go to 2.		√		<b>No:</b> return to PSC and ask them to complete checks.  <b>Yes:</b> check through form that all information provided is acceptable and complete the relevant boxes in the checklists above.
2	Have any issues been raised in administrative checks?	√			<b>Yes:</b> action as needed.
3	Have all Standard rules criteria for any standard rules included in the application been met?			√	<b>No:</b> not duly made
4	Low impact installation only - criteria met?			√	<b>No:</b> not duly made
5	Are all relevant documents present and do they appear to cover the right information?		√		<b>No:</b> not duly made.
6	if there is more than one operator of the facility has each operator submitted their application?				<b>Yes:</b> Make sure you have all applications and duly make together. Refer to guidance and contact SPO.
7	f the applicant has indicated that it is a staged application have all the stages been submitted?		√		<b>Yes:</b> Refer to guidance and contact SPO.

**Check the fee against the current charging scheme**

Q	Action	Yes	No	Notes
1	Is there an Opra score/ Tier 2 charge/CfD charge for each type of facility as applicable?	√		<b>No:</b> not duly made. <b>Yes:</b> if charge includes one or more Opra scores go to 2. Otherwise go to 3.
2	Is each Opra score provided correct?			Check what's in my back yard and any pre-application record or other EM information where necessary: <b>No:</b> not duly made.
3	Has the applicant paid the correct fee?	√		<b>No:</b> it's not duly made.

**Decision and actions required**

Q	Action	Yes	No	Date	Notes
1.	Are you satisfied that the application is sufficiently complete for us to begin determination and we have received the right fee?		√		<b>Yes:</b> Application is duly made. Go to 6.  <b>No:</b> Not duly made. Go to 2.

All facilities variation duly made checklist.

Q	Action	Yes	No	Date	Notes
2	Do we need to ask the operator to send in any more information or money?	√			Yes go to 3. No go to 5.
3	Send a letter asking for the information needed to complete the application or ask PSC to do so.	√			Go to 4.
4	Has the requested information been received within the 10 days allowed?				No: not duly made. Go to 5. Yes: go to 1.
5.	Send the letter Not duly made or email PSC to do so using title Return and state that fees are to be returned with the application.				Record date requested, add details of request in notes box below save to EDRM. Go to 7.
6	Email PSC to confirm duly made and whether or not to publicise on web.				For high public interest contact area to discuss stakeholder engagement plan and whether or not we need to advertise in a newspaper.
7.	EPP Unit Time Recording				Record total time spent by all officers duly making application.
8	Save this document to EDRM				Ref: Duly Making Technical Check Sheet

Complete the decision summary, any notes and officer log and tell PSC when your work is complete.

**Duly making notes**

Use this box to record conversations with the applicant, detailed reasons why the application cannot be duly made and any subsequent correspondence or actions. State your name and date of action. State reason e.g. does not meet standard permit criteria due to distance to designated site.

Nisbat Basharat 15/10/2010

Current appointment on EDRM

- Confidentiality box not ticked but Claiming CIC for details of Drainage System which is part of "Request for Variation - Final" appendix I
- Cheque rec'd but not banked
- NEDS Check done – no convictions found

Judith Ford 22/10/2010

- Confirm if any docs submitted are CIC.
- Require Part C3 of the application form for the specific details of the proposed variation.
- Discuss implication for treatment of contaminated water by Canal Water treatment

**plant under the permit control by WCBC.**

**Minor technical variation – no risk assessment submitted. The surface water run-off lagoon will drain the railway sidings area. Under normal operating conditions the water will be treated and used as process water ( this part of the process will be regulated by Wrexham County Borough Council) however during abnormal operations during heavy rainfall, runoff will be discharge to Afon Bradley via current discharge point ( no change to consent to discharge)**

**Discussed with Water quality who confirmed that a risk assessment H1 would not be an appropriate assessment in this case as this tool looks at worst scenario, ie highest concentrations of contaminants discharge to low river flow. In this case the discharge will only take place, during abnormal high rainfall, when there is an increase in river flow and dilution. The contaminants will not exceed the current consent level, therefore no additional risk assessment was consider necessary.**

