

UGU DISTRICT MUNICIPALITY

SCHEDULE-A



**APPLICATION FORM FOR ATMOSPHERIC EMISSION LICENCE / PROVISIONAL ATMOSPHERIC
EMISSION LICENCE IN TERMS OF CHAPTER 5 OF THE NATIONAL ENVIRONMENTAL
MANAGEMENT: AIR QUALITY ACT, 2004 (ACT NO. 39 OF 2004)**

Name of Enterprise: _____

Declaration of accuracy of information provided:

Application for an atmospheric emission licence / provisional atmospheric emission licence as envisaged in chapter 5 of the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004).

I, _____, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence in terms of section 51(1)(f) of the Act.

Signed at _____ on this _____ day of _____

SIGNATURE

CAPACITY OF SIGNATORY

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NB: PLEASE COMPLETE ALL SECTIONS. MARK WITH AN X IN SPACES WHERE APPLICABLE. IF THE SPACE PROVIDED IS INSUFFICIENT, THE REQUIRED INFORMATION MAY BE SUBMITTED IN THE FORM OF A MEMORANDUM. ATTACH REQUIRED MAPS AND SKETCHES. GRAPHICS MUST BE CLEAR, LABELED AND, WHERE APPLICABLE, SHOULD INCLUDE A TRUE NORTH ARROW AND SCALE.

1 TYPE OF APPLICATION

<input type="checkbox"/>	New Application	<input type="checkbox"/>	Transfer
<input type="checkbox"/>	Renewal	<input type="checkbox"/>	Review

Current APPA Permit / Atmospheric Emission Licence Number (if applicable):	
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2 ENTERPRISE INFORMATION

Entity Name	
Trading As	
Type of Entity, e.g. Company/Close Corporation/Trust, etc	
Company/Close Corporation/Trust Registration Number (Registration Numbers if Joint Venture)	
Registered Address	
Postal Address	
Telephone Number (General)	
Fax Number (General)	
Industry Type/Nature of Trade	
Land Use Zoning as per Town Planning Scheme	
Land Use Rights if outside Town Planning Scheme	

Responsible Person Name or Emission Control Officer (if appointed)	
Telephone Number	
Cell Phone Number	
Fax Number	
E-mail Address	
After Hours Contact Details	

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3 SITUATION AND EXTENT OF PLANT

3.1 Location and Extent of Plant

Physical Address of the Licenced Premises	
Description of Site (Where No Street Address)	
Property Registration Number (Surveyor-General Code)	
Coordinates (latitude, longitude) of Approximate Center of Operations (Decimal Degrees)	Latitude: Longitude:
Coordinates of Approximate Center of Operations	North-south: East-west:
Extent (km ²)	
Elevation Above Mean Sea Level (m)	
Province	
Metropolitan/District Municipality	
Local Municipality	
Designated Priority Area (if applicable)	

3.2 Description of Surrounding Land Use (within 5 km radius)

Provide a description of the surrounding land use within a 5 km radius, specifically noting the names and proximity of residential and commercial areas in relation to the site of the works.

Attach map(s), satellite image(s) or aerial photograph(s) detailing location of premises in relation to surrounding community.

4 NATURE OF PROCESS

4.1 Process Description

Please provide a detailed description of the entire production process including reference to the overall balance sheet of inputs, outputs and emissions at the site of the works.

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4.2 Listed Activities

List all Listed Activities, as published in terms of section 21 of the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004), proposed to be conducted at the premises in terms of this application:

Listed Activity Number	Category of Listed Activity	Listed Activity Name	Listed Activity Description

Despite the repeal of the Atmospheric Pollution Prevention Act, 1965 (Act No. 45 of 1965), list all Scheduled Process(es), as was or were set out in the Second Schedule of the repealed Atmospheric Pollution Prevention Act, 1965, currently conducted at the premises:

APPA Registration Certificate Number	Date of Registration Certificate	Scheduled Process Number	Scheduled Process Description

4.3 Unit Processes

List all unit processes associated with the listed activities in operation at the premises by the atmospheric emission licence holder, highlighting unit processes proposed in respect of this application:

Unit Process	Unit Process Function	Batch or Continuous Process

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Please provide any other unit processes currently conducted at the site of works.

Name of the Unit Process	Description of the Unit Process

4.4 Hours of Operation

Provide the hours of operation of all unit processes associated with the listed activities in operation at the premises by the atmospheric emission licence holder, highlighting unit processes proposed in respect of this application:

Unit Process	Operating Hours	No. Days Operation per Year

4.5 Graphical Process Information

Attach the following for the entire operation being undertaken at the site of the works:

- Simplified block diagram with the name of each unit process in a block; showing links between all unit processes or blocks.
- Process flow chart(s) clearly indicating inputs, outputs and emissions at the site of works, including points of potential fugitive emissions and emergency releases.
- Site layout diagram (plan view and to scale) indicating location of unit processes, plants, buildings, stacks, stockpiles and roads (include true north arrow and scale).

NB: Indicate clearly on the above graphics the listed activity or activities applied for in this application. Alternatively, provide additional graphics for the listed activity or activities applied for.

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5.4.9 Spatial Representation of Processes and Sources

Attach site layout diagram(s) (plan view and to scale, include true north arrow and scale) indicating:

- location of unit processes, plants, buildings, stacks, stockpiles and roads.
- location of point and area sources listed with unique stack ID and unique area ID, respectively, specified.

Indicate clearly on the above graphics the listed activity or activities applied for in this application. Alternatively, provide additional graphics for the listed activity or activities applied for.

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6.3 Environmental Management System

Atmospheric Emission Licence holders are required to establish an Environmental Management System (EMS) that gives effect to the principle of continuous improvement. The EMS must as a minimum provide for the actions listed below. Specify dates by which the following actions have been / will be taken for the entire operation at the site of the works:

Item	Action	Date Completed / Due Date
1	Identify and quantify potential for environmental impacts	
2	Prioritise the identified impacts	
3	Identify appropriate preventative and corrective actions	
4	Develop responsive management controls, systems and procedures	
5	Identify improvement projects to be added to the five-year Environmental Improvement Programme	

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6.6 Routine Reporting and Record-Keeping

6.6.1 Complaints Register

Is a complaints register maintained at the site works?

	Yes	
	No	
	To be initiated, by date:	

In the event that a complaints register is maintained, please provide a copy of complaints received and corrective actions taken over the past two years.

6.6.2 Non-compliance with Current Atmospheric Emission Licence Conditions

If atmospheric emission licence(s) are currently held, summarise instances of non-compliance with the conditions of such atmospheric emission licence(s) which have occurred over the past two years:

Unique Stack ID	Pollutant Released	Emission Limit Exceeded	Root Cause Analysis	Measures Implemented to Prevent Recurrence	Date by which Measures were / will be Implemented

SCHEDULE-B



FORMAT OF THE ATMOSPHERIC EMISSION LICENCE / PROVISIONAL ATMOSPHERIC EMISSION LICENCE AS CONTEMPLATED IN SECTION 43 OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: AIR QUALITY ACT, 2004, (ACT NO. 39 OF 2004)

This Atmospheric Emission Licence / Provisional Atmospheric Emission Licence (*delete which ever not applicable*) issued to _____ (*insert company name*) in terms of section 41(1)(a) of the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004) (“the Act”), in respect of Listed Activity No. _____ (*insert listed activity number as published in terms of Section 21 of the Act*). The Atmospheric Emission Licence / Provisional Atmospheric Emission Licence (*delete which ever not applicable*) has been issued on the basis of information provided in the company’s application dated _____ (*insert date*) and information that became available during processing of the application.

The Atmospheric Emission Licence / Provisional Atmospheric Emission Licence (*delete which ever not applicable*) is valid until _____ (*insert expiry date*).

The reason issuance of the current licence is _____ (new application/renewal/transfer/review).

The Atmospheric Emission Licence / Provisional Atmospheric Emission Licence (*delete which ever not applicable*) is issued subject to the conditions and requirements set out below which form part of the Atmospheric Emission Licence / Provisional Atmospheric Emission Licence (*delete which ever not applicable*) and which are binding on the holder of the Atmospheric Emission Licence (“the holder”).

1. ATMOSPHERIC EMISSION LICENCE ADMINISTRATION

Name of the Licensing Authority	
Atmospheric Emission Licence Number	
Atmospheric Emission Licence Issue Date	
Atmospheric Emission Licence Type	<i>Provisional or Final</i>
Review Date, not later than	

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2. ATMOSPHERIC EMISSION LICENCE HOLDER DETAILS

Enterprise Name	
Trading as	
Enterprise Registration Number (Registration Numbers if Joint Venture)	
Registered Address	
Postal Address	
Telephone Number (General)	
Industry Sector	
Name of Responsible Officer	
Name of Emission Control Officer (if appointed)	
Telephone Number	
Cell Phone Number	
Fax Number	
Email Address	
After Hours Contact Details	
Land Use Zoning as per Town Planning Scheme	

3. SITUATION AND EXTENT OF PLANT

3.1. Location and Extent of Plant

Physical Address of the Licenced Premises	
Description of Site (Erf)	
Property Registration Number (Surveyor-General Code)	
Coordinates (Latitude, Longitude) of Approximate Center of Operations (Decimal Degrees)	Latitude: Longitude:
Extent (km ²)	
Elevation Above Mean Sea Level (m)	
Province	
Metropolitan/District Municipality	
Local Municipality	
Designated Priority Area (If Applicable)	

3.2. Description of Surrounding Land Use (within 5 km radius)

North	
East	
South	
West	

Air Quality Officer Signature: _____

Date: _____

4. GENERAL CONDITIONS

4.1. Process and Ownership Changes

The holder of the atmospheric emission licence must ensure that all unit processes and apparatus used for the purpose of undertaking the listed activity in question, and all appliances and mitigation measures for preventing or reducing atmospheric emissions, are at all times properly maintained and operated.

No building, plant or site of works used by the licence holder shall be materially extended, altered or added to the listed activity without the prior approval of the licensing authority.

Any changes in processes or production increases, by the licence holder, will require prior approval by the licensing authority.

Any changes to the type and quantities of input materials and products, or to production equipment and treatment facilities will require prior written approval by the licensing authority.

The licence holder must, in writing, inform the licensing authority of any change of ownership of the enterprise. The licensing authority must be informed within 30 (thirty) days after the change of ownership.

The licence holder must immediately on cessation or decommissioning of the listed activity inform, in writing, inform the licensing authority.

4.2. General Duty of Care

The holder of the licence must, when undertaking the listed activity, adhere to the duty of care obligations as set out in section 28 of the National Environmental Management Act, 1997 (Act No. 107 of 1998) (NEMA).

The licence holder must undertake the necessary measures to minimize or contain the atmospheric emissions. The measures are set out in section 28(3) of the NEMA.

Failure to comply with the above condition is a breach of the duty of care, and the licence holder will be subject to the sanctions set out in section 28 of the NEMA.

4.3. General Requirements for Sampling and Compliance

Measurement, calculation and/or sampling and analysis shall be carried out in accordance with any nationally or internationally acceptable standard. A different method may be acceptable to the licensing authority as long as it has been consulted and agreed to the satisfactory documentation necessary in confirming the equivalent test reliability, quality and equivalence of analyses.

The licence holder is responsible for quality assurance of methods and performance. Where the holder of the licence uses external laboratories for sampling or analysis, accredited laboratories and service shall be used whenever possible.

The licence holder is responsible for ensuring compliance with the conditions of this licence by any person acting on his, her or its behalf, including but not limited to, an employee, agent, sub-contractor or person rendering a service to the holder of the licence.

The licence does not relieve the licence holder to comply with any other statutory requirements that may be applicable to the carrying on of the listed activity.

A copy of the licence must be kept at the premises where the listed activity is undertaken. The licence must be made available to the environmental management inspector representing the licensing authority who requests to see it.

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The licence holder must inform, in writing, the licensing authority of any change to its details including the name of the emission control officer, postal address and/or telephonic details.

4.4. Statutory Obligations and Principles

The licence holder must comply with the obligations as set out in Chapter 5 of the Act.

The principles and legal requirements as set out in section 2 of the NEMA are also applicable to the atmospheric emission licence.

4.5. Annual Payment of Atmospheric Emission Licence Processing Fee

The licence holder must, for the period of validity of the licence, pay the processing fee annually to the licensing authority. The processing fee must, for the period of validity of the licence, be paid at the end of November each year.

5. NATURE OF PROCESS

5.1. Process Description

Provide a brief description of the processes on the site.

5.2. Listed Activities

List of all Listed Activities, as published in terms of Section 21 of the AQA, authorised to be undertaken at the premises by the licence holder:

Listed Activity Number	Category of Listed Activity	Listed Activity Name	Listed Activity Description

5.3. Unit Processes

List of all unit processes associated with the listed activities to be undertaken at the site of work.

Unit Process	Unit Process Function	Batch or Continuous Process

5.4. Hours of Operations

Indicate the hours of operation of all unit processes associated with the listed activities at the site of work.

Unit Process	Operating Hours	Days of Operation per Year

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5.5. Graphical Process Information

The following diagrams depicting the graphical operation for the entire operation must be attached:

- simplified diagram with the name of each unit process showing links between all unit processes or blocks;
- process flow chart indicating inputs, outputs and emissions at the site of works, including points of potential fugitive emissions and emergency releases; and
- site layout diagram indicating location of unit processes, plants, buildings, stacks, stockpiles and roads.

6. RAW MATERIALS AND PRODUCTS

6.1. Raw Materials Used

Regulated Raw Materials		
Raw Material Type	Maximum Permitted Consumption Rate (Volume)	Units (quantity/period)
Non-regulated Raw Materials		
Raw Material Type	Maximum Permitted Consumption Rate (Volume)	Units (quantity/period)

6.2. Production Rates

Regulated Products		
Product Name	Maximum Permitted Production Capacity (Volume)	Units (quantity/period)
Non-regulated Products		
Product / By-Product Name	Maximum Permitted Production Capacity (Volume)	Units (quantity/period)

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6.3. Energy Sources Used

Energy Source	Actual Consumption Rate (Volume)	Units (quantity/period)	Fuel Characteristics

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6.4. Sources of Atmospheric Emission

6.4.1. Point Source Parameters

Point Source Code	Source Name	Latitude (decimal degrees)		Longitude (decimal degrees)		Height of Release Above Ground (m)	Height Above Nearby Building (m)	Diameter at Stack Tip / Vent Exit (m)	Actual Gas Exit Temperature (°C)	Actual Gas Volumetric Flow (m³/hr)	Actual Gas Exit Velocity (m/s)	Emission Hours	Type of Emission (Continuous / Batch)
		South	East	East	South								

6.4.2. Area and/or Line Source Parameters

Area Source Code	Source Name	Source Description	Latitude (decimal degrees) of SW corner	Longitude (decimal degrees) of SW corner	Height of Release Above Ground (m)	Length of Area (m)	Width of Area (m)	Emission Hours	Type of Emission (Continuous / Intermittent)

Air Quality Officer Signature: _____

Date: _____

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7. APPLIANCES AND MEASURES TO PREVENT AIR POLLUTION

7.1. Appliances and Control Measures

Associated Source Code	Appliances			Air Pollution Control Technology							
	Appliance / Process Equipment Number	Appliance Serial Number	Appliance Type / Description	Appliance Manufacture Date	Product Name and Model	Commission Date	Date of Significant Modification / Upgrade	Technology Type	Design Capacity	Permitted Minimum Control Efficiency (%)	Permitted Minimum Utilisation (%)

7.2. Point Source – Maximum Permissible Emission Rates (Under Normal Working Conditions)

Point Source Code	Pollutant Name	Maximum Permissible Release Rate		Average Period (Instantaneous, Hourly, Daily, Monthly, Annually)	Maximum Gas Volumetric Flow (m ³ /hr)	Maximum Gas Exit Velocity (m/s)	Permitted Emission Hours	Permitted Duration of Emissions
		(mg/Nm ³)	Date to be Achieved By					

Air Quality Officer Signature: _____

Date: _____

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7.4. Point Source – Emission Monitoring and Reporting Requirements

Point Source Code	Emission Sampling / Monitoring Method	Sampling Frequency	Sampling Duration	Parameters to be Measured	Parameters to be Reported	Reporting Frequency

7.5. Area Source – Management and Mitigation Measures

Area Source Code	Area Source Description	Description of Specific Measures	Required Control Efficiency (%)	Timeframe for Achieving Required Control Efficiency	Method of Monitoring Measures Effectiveness	Contingency Measures

Air Quality Officer Signature: _____

Date: _____

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7.6. Energy Conservation Measures

The licence holder shall evaluate its activities to improve energy utilisation and efficiency.

Energy Conservation Measure	Implementation Date	Target	Date to Achieve Target	Progress Monitoring & Reporting Method

7.7. Cleaner Production Targets

The licence holder must investigate cleaner production processes and practices that are relevant to its operations with a view towards reducing energy consumption and atmospheric emission related to the listed activity or activities.

Cleaner Production Measure	Implementation Date	Target	Date to Achieve Target	Progress Monitoring & Reporting Method

Air Quality Officer Signature: _____

Date: _____

7.8. Routine Reporting and Record-Keeping

Complaints Register

The licence holder must maintain a complaints register at its premises, and such register must be made available for inspections. The complaints register must include the following information on the complainant, namely, the name, physical address, telephone number, date and the time when the complain was registered. The register should also provide space for noise, dust and offensive odours complaints.

Furthermore, the licence holder is to investigate and report to the licencing authority in a summarised format on the total number of complaints logged and indicate the number of complaints attributable to it. The licencing authority must also be provided with a copy of the complaints register. The record of a complaint must be kept for at least 5 (five) years after the complaint was made.

Monthly Reporting

The licence holder must record and report any non-compliance with permitted emission standards to the licensing authority. Any non-compliance must be reported to the licensing authority on a monthly basis, and must be reported within 15 (fifteen) days of the reporting month end. The non-compliance must be reported in the following format:

- (a) Source code / name;
- (b) Emission standard exceeded;
- (c) Root cause analysis;
- (d) Calculation of impacts / emissions associated with the non-compliance incidents and dispersion modelling of pollutants, where applicable;
- (e) Measures implemented or to be implemented to prevent recurrence; and
- (f) Date by which measure will be implemented.

Annual Reporting

The licence holder must complete and submit to the licensing authority an annual report. The report must include information for the year under review. The report must be submitted to the licensing authority not later than 60 (sixty) days after the end of each reporting period. The annual report must include, amongst others, the following items:

- (a) Pollutant emissions trend;
- (b) Compliance audit report(s);
- (c) Major upgrades projects (i.e. abatement equipment or process equipment); and
- (d) Greenhouse gas emissions.

The holder of the licence must keep a copy of the annual report for a period of at least 5 (five) years.

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7.9. Investigation and Reviews

The following investigations are required:

Investigation	Purpose	Completion Date

8. DISPOSAL OF WASTE AND EFFLUENT ARISING FROM AIR POLLUTION MITIGATION MEASURES

The disposal of any waste and effluent arising from any air pollution mitigation measure must comply with the relevant legislation and requirements of the relevant authorities.

Source Code / Name	Waste / Effluent Type	Hazardous Components Present	Method of Disposal	Permit Status

9. PENALTIES FOR NON-COMPLIANCE WITH LICENCE AND STATUTORY CONDITIONS AND / OR REQUIREMENTS

Failure to comply with any of the licence and relevant statutory conditions and/or requirements is an offence, and licence holder, if convicted, will be subjected to those penalties as set out in section 52 of the AQA.

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SCHEDULE-C



REPUBLIC OF SOUTH AFRICA

**CONSENT FORM TO UNDERTAKE A LISTED ACTIVITY ON LAND OWNED BY PERSON
OTHER THAN THE APPLICANT, AS CONTEMPLATED IN REGULATION 12(2) OF THESE
REGULATIONS**

This serves to confirm that I, _____ (insert *name of owner of property*) owner of _____ (insert *erf or stand number of the property and physical address*) hereby consent to _____ (insert *name of applicant in terms of these Regulations*) undertaking the following activity _____ (short *description of the listed activity*) in the abovementioned property. The consent is subject to the following conditions:

- (a) That the abovementioned applicant shall at all times comply with the relevant environmental legislation when undertaking the listed activity;
- (b) That any environmental liability during the operation of the listed activity lies with the applicant; and
- (c) That any environmental liability after the cessation of the listed activity (for a period of 5 (five) years) shall be the responsibility of the applicant.

Signed at _____ this ____ day of _____.

Signatures:

Air Quality Officer Signature: _____

Date: _____

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Owner of Property

Witness No.1

Applicant

Witness No. 2