

General Guidance Manual on Policy and Procedures for A2 and B Installations

Part C

Application forms

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A2 Application form
Application for a permit

Local Authority - Integrated Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

This environmental permitting regime is known and referred to as Local Authority Integrated Pollution Prevention and Control ('LA-IPPC'). Installations permitted under this regime are known as 'A2' installations. Use this form if you are sending an application for a 'Part A2' installation to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations"), SI 2007/3538.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant sector guidance note, BREF note or Process Guidance note. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

Insert local authority address

Other documents you may need to submit

There are number of other documents you will need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number, if you have been given one, it will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

Using continuation sheets

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

Please send the original and [] copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

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.

LA-IPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1 Applicant details

A1.1 Name of the installation

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

Postcode _____ Telephone _____

If known, the Ordnance Survey national grid reference *8 characters*,
 for example, SJ 123 456 (can be obtained from typing postcode into one of the on-line
 mapping sites)

--	--	--	--	--	--	--	--	--

A1.3 Existing permits:

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):

Please provide the information requested below about the "Operator" - which means the person 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 company, partnership, or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number

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 if 'yes', state 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 is 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 _____

Position _____

Address _____

Postcode _____

telephone number _____

fax number _____

email address _____

B1 About the installation

Please fill in the table below with details of all the current activities in operation at the whole installation.

In **Column 1, Box A**, please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In **Column 1, Box B** please identify any directly associated activities that are, or are proposed, to be carried out on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **Column 2, for Boxes A and B**, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations. *[For example, Manufacturing glass and glass fibre, unless falling within Part A(1) of that Section, where melting capacity of the plant is more than 20 tonnes per day, would be listed as Chapter 3, Section 3.3, Part A(2)(a).]*

B1.1 Installation table for new permit application

COLUMN 1	COLUMN 2
Box A Activities in the stationary technical unit	Section in Schedule 1 to the EP Regulations
Box B Directly-associated activities	Schedule 1 references (if any)

B1.2 Why is the application being made?

- The installation is new
- The installation is existing, but changes to the installation or to the EP Regulations means that an LA-IPPC A2 permit is required.

B.1.3 Site maps

Please provide:-

- A suitable map showing the location of the installation clearly defining extent of the installations in red
 Doc Reference _____
- A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere
 Doc Reference _____
- A suitable plan showing the site drainage system and all discharge points to drainage or water courses.

Doc Reference _____

B2 The installation

Please provide in this section written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.

B2.1 Describe the proposed installation and activities and identify the foreseeable emissions to air, water and land from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may help to simplify the operations

Doc Reference: _____

B2.2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

- atmospheric emissions should be categorised under the following
 - (i) point source (eg chimney/vent, identified by a number and detailed on a plan)
 - (ii) fugitive source (eg from stockpiles/storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

(Emission concentration = eg milligrams per cubic metre of air; mass emission = eg grams per hour, tonnes per year)

- water emissions should be identified at discharge points and copies of any discharge consents from either the Environment Agency or sewerage undertaker should be submitted, detailing the permitted discharge limits.

Doc Reference: _____

B2.3 For each emission identified, describe the current and proposed technology and other techniques for preventing or, where that is not practicable, generally reducing the emissions and the impact on the environment as a whole. If no techniques are currently used and the emission goes directly to the environment without abatement or treatment this should be stated.

Doc Reference: _____

B2.4 Identify the raw and auxiliary materials, other substances and water that you propose to use in carrying on the activities listed in the table in B1.1.

Doc Reference: _____

B2.5 Characterise and quantify each waste stream from the installation and describe the proposed measures for waste prevention and reduction. Please also include waste

management, issues storage and handling of the waste. [For each waste stream, identify if an environmental appraisal has been undertaken, and provide details; if not please state why an appraisal has not been undertaken. If you propose any disposal of waste, explain why recovery of that waste is technically and economically impracticable, and go on to describe the measures planned to minimise the production of that waste so as to avoid or reduce any impact on the environment.]

Doc Reference: _____

B2.6 Identify if there may be a discharge of any List I or List II substance and if any are identified, explain how the requirements of the Groundwater Regulations 1998 (SI 2746) have been addressed (see attached lists). Also describe the current techniques used to prevent and reduce discharges to groundwater.

Doc Reference: _____

B2.7 Provide a breakdown of the proposed energy consumption and generation by source and end-use, and describe the proposed measures for improvement of energy efficiency. If you have entered a climate change levy agreement please provide details.

Doc Reference: _____

B2.8 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please explain

Doc Reference: _____

B2.9 Detail the following with respect to noise and vibration

- (i) the main sources of environmental noise and vibration as identified from your proposed installations' activities (including infrequent sources);
- (ii) Identify the nearest noise sensitive locations and include any relevant environmental noise measurement surveys which have been undertaken;
- (iii) The current and proposed technology and techniques for the control of noise.

If no assessment has been carried out, please explain.

Doc Reference: _____

B2.10 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed (eg particulate matter emissions, noise measurements). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for a particular emission from the installation please state the reason.

Doc Reference: _____

B2.11 Describe the proposed measures to be taken, to avoid any pollution risk to land and return the site of the installation to a satisfactory state upon definitive cessation of activities, you may wish to refer to the site report requested at B3.1 below.

Doc Reference: _____

B2.12 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B3 Site report

B.3.1 Please provide a site report which demonstrates the condition of the land on the site of the installation. The report must identify any existing or potential sources of contamination, quantifying the presence of materials in, on or under the land which may constitute a pollution risk either in terms of toxic or polluting potential or the potential generation of toxic, flammable or asphyxiant gases. The report should consider, in relation to such sources the potential existence of pathways via which the contaminants travel, and the proximity and nature of potentially sensitive receptors.

During consideration of the likely presence of materials and the design of any intrusive sampling strategies, particular regard should be given to the locations and extent of any former or existing potentially contaminative uses and the locations, nature and likely emissions to land of processes forming part of the installation.

It is acceptable to provide site reports undertaken for other purposes, (eg planning applications, which have been carried out up to 6 months prior to submitting this application). Older site reports may, at the discretion of the local authority, be accepted where a further site survey and risk assessment based on the present condition of the site are submitted.

Note: As a first step you should undertake a desk study to produce the information necessary for the report. If that study suggests that there are matters which warrant more detailed investigation, then site surveying work may be necessary.

Doc Reference: _____

B4 Impact on the environment

Please provide written information about the impact the installations' emissions may have on the environment as listed below.

B4.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (eg is there a history of complaints, is the installation in an air quality management area?)

Doc Reference: _____

B4.2 Provide an assessment of whether the installation is likely to have a significant effect on sites of special scientific interest (SSSIs) or European protected sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVIII of the General Guidance Manual).

Doc Reference: _____

B5 Environmental statements and the non-technical summary

B5.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment)(England & Wales) Regulations 1999/293, or for any other reason with respect to the installation? If there has been no such assessment, have there been any screening opinions or directions?

No

Yes *please supply a copy of the environmental impact assessment and details of any decision made*

Doc Reference: _____

B5.2 Please provide a non-technical summary of all the information required above. This will enable the public to understand your installation and its environmental impact when viewing the public register.

Doc Reference: _____

B6 National consultee

We will use the information in this section to identify who we will consult about your proposals

B6.1 In which Primary Care Trust (formerly health authority)/Health Board area is the installation located?

If premises are on a boundary please give names of all relevant authorities

B6.2 Could the installation involve the release of any substance into a sewer vested in a sewerage undertaker?

No

Yes *please name the sewerage undertaker*

B6.3 Are there any sites of special scientific interest (SSSIs) or European protected sites which are within 2 kilometres of the installation?

No

Yes *please give names of the sites*

B7 Planning Status

B7.1 Where the installation may involve a specified waste management activity we cannot issue a permit unless one of the following applies, please indicate which of the following applies to the installation:

You have planning permission (please enclose copy of decision notice)

Doc Reference _____

You have a certificate of lawful existing use of development (please enclose copy of certificate)

Doc Reference _____

You have an established use certificate (please enclose copy of certificate)

Doc Reference _____

The General Permitted Development Order applies Please give details (please enclose copy of relevant paperwork)

Doc Reference _____

Planning permission is not required (please say why and enclose written confirmation from the planning authority)

Doc Reference _____

For further advice on the above planning issues, please contact the local planning authority.

B8 Additional information

Please supply any additional information which you would like us to take account of in considering this application.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1 Please state the amount enclosed as an application fee for this installation:

For the local authority

£ (cheques should be made payable to [Council]

For the Environment Agency

£ (cheques should be made payable to []

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Annual subsistence charges

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.

C2.1 Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Postcode: Telephone:

C3 Commercial confidentiality

C3.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP Regulations.

Doc Reference _____

C3.2 Is there any information in the application that you believe should be kept from the public register on the grounds of national security?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the application form to the Secretary of State/ Welsh Ministers for a direction to exclude information on grounds of national security.

C4 Data Protection

The information you give will be used by the local authority 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.

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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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 _____

Date _____

C6 Declaration

C6.1 Signature of current operator(s)*

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 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.

For the application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

A2 Surrender form

Application to surrender a permit

**Local Authority - Integrated Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007**

Introduction

When to use this form

This environmental permitting regime is known and referred to as Local Authority Integrated Pollution Prevention and Control ('LA-IPPC'). Installations permitted under this regime are known as 'A2' installations. Use this form if you already have a permit and have ceased to operate, or intend to cease to operate your installation and wish to surrender the permit. Under the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations") you may apply to surrender the whole or part of your permit.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application for surrender of your permit, and explains some of the technical terms used. You will also need to read the relevant sector guidance note, BREF note or Process Guidance note as appropriate. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

Insert local authority address

Other documents you may need to submit

There are number of other documents you may need to send us with your application for surrender. Each time a request for a document is made in the form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

You do not need to send multiple copies of this form, consultation is not required to surrender a permit.

If you need help and advice

We have made the 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.

A1 Applicant details

A1.1 Name of the installation

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

Postcode

Telephone

A1.3 Permit reference number

A2.1 The Operator – please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company registration number

A3.1 Who can we contact about your application to surrender your permit?

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

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 Do you wish to surrender your permit in whole or in part?

Surrender whole permit

Partial surrender

In the case of partial surrender only please fill in the table below with details of which parts of the installation are to remain in operation and which part will cease have ceased to operate, the part of the installation will be known as 'the surrender unit'.

Please fill in the table below with details of all the current activities in operation at the whole installation.

In Column 1, Box A, Activities in the stationary technical unit which are to remain in operation.

Please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In Column 1, Box B, Directly associated activities which are to remain in operation

Please identify any directly associated activities that are, or are proposed, to remain in operation on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In Column 1, Box A(i), Activities in the stationary technical unit which are to, or have, ceased operation.

Please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to cease operation in the stationary technical unit of the installation.

In Column 1 Box B(i), Directly associated activities which are to, or have, ceased operation

Please identify any directly associated activities that are, or are proposed, to cease operation on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **Column 2, both boxes A and B**, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations. *[For example, Manufacturing glass and glass fibre, unless falling within Part A(1) of that Section, where melting capacity of the plant is more than 20 tonnes per day, would be listed as Chapter 3, Section 3.3, Part A(2)(a).]*

B1.1 Installation table for partial surrender of permit

COLUMN 1	COLUMN 2
Box A Activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B Directly associated activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) Activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B(i) Directly associated activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations

B.1.3 Site Maps

You do not need to provide a site map in case of an application to surrender the whole of your permit.

In the case of partial surrender of your permit only please provide:-

* A suitable plan or map showing the activities on the site which are to cease operation (the surrender unit) and the activities to remain in operation within the extent of the installation.

Doc Reference _____

B2 The Installation

B2.1 The date on which the activity's operation will cease

_____ / ____ / _____

B2.2 Please provide a site report describing the condition of 'the surrender unit', identifying any changes in the condition of the site as described in the site report submitted with the original application. Please describe any steps which have been taken to avoid any pollution risk on the report site resulting from the operation of the installation to return it to a satisfactory state.

Doc Reference: _____

B2.3 In the case of partial surrender only you may indicate whether you feel certain conditions will require a variation in wording following the cease of operation of 'the surrender unit'. Please detail the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B2.4 Additional information

Please supply any additional information which you would like us to take account of in considering this application for surrender.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the fee for an application to surrender a permit. Your application cannot be processed unless the correct fee is enclosed.

C1.1 Please state the amount enclosed as a fee for this application.

For the local authority

£ (cheques should be made payable to [Council])

For the Environment Agency

£ (cheques should be made payable to [])

We will confirm receipt of this fee when we write to you acknowledging your surrender application.

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Commercial confidentiality

C2.1 Is there any information in this application to surrender, or partially surrender your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP Regulations.

Doc Reference _____

C2.2 Is there any information in the application to surrender, or partially surrender your permit, that you believe should be kept from the public register on the grounds of national security?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the surrender application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

C3 Data Protection

The information you give will be used by the Local Authority to determine your application to surrender, or partially surrender your permit. It will be placed on the relevant public register. 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.

It is an offence under Regulation 38 of the EP Regulations, for the purpose of obtaining the surrender, or partial surrender of 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.

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).

C4 Declaration

C4.1 Signature of current operator(s)*

I / We certify that the information in this surrender application is correct. I / We apply for a permit in respect of the particulars described in this surrender application (including 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.

For the surrender application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

* Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.

A2 Transfer form

Application to transfer a permit

**Local Authority - Integrated Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007**

Introduction

When to use this form

This environmental permitting regime is known and referred to as Local Authority Integrated Pollution Prevention and Control ('LA-IPPC'). Installations permitted under this regime are known as 'A2' installations. Use this form if you already have a permit and wish to transfer the permit in whole or in part to another person ('the proposed transferee'). Under the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations") you may apply to transfer the whole or part of your permit. Both the operator and the proposed transferee must jointly apply to have the permit transferred.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application for application for the transfer of the permit, and explains some of the technical terms used. You will also need to read the relevant sector guidance note, BREF note or Process Guidance note as appropriate. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application for transfer to enable it to be processed further. When complete return to:

Insert local authority address

Other documents you may need to submit

You must submit your existing permit with this form. There are number of other documents you may need to send us with this form. Each time a request for a document is made in the form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

You do not need to send multiple copies of this form, consultation is not required to transfer a permit.

If you need help and advice

We have made the 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.

A1 Applicant details

A1.1 Name of the installation

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

Postcode

Telephone

A1.3 Permit reference number

A2.1 The Operator – please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company registration number

Please indicate which address correspondence concerning this transfer should be sent to.

A3.1 Who can we contact about your application to transfer your permit?

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

Name _____

Position _____

Address _____

Postcode

Telephone number _____

Fax number _____

email address _____

A4 The proposed transferee – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company registration number

Please indicate which address correspondence concerning this transfer should be sent to.

A4.1 Who can we contact about your application to have this permit transferred to you ?

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

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 Do you wish to transfer the permit in whole or in part?

Transfer whole permit

Partial transfer

In the case of partial transfer only please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, 'the transferred unit', and which parts of the installation will be retained by the original operator.

In Column 1, Box A, *Activities in the stationary technical unit which are to be retained by the operator*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

In Column 1, Box B *Directly associated activities which are to be retained by the operator*

Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

* have a technical connection with the activities in the stationary technical unit

* could have an effect on pollution

The transferred unit

In Column 1, Box A(i), *Activities in the stationary technical unit which are to, or have, ceased operation.*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to transfer to the proposed transferee in the stationary technical unit of the installation.

In Column 1, Box B(i), *Directly associated activities which are to, or have, ceased operation*

Please identify any directly associated activities that are proposed to be transfer to the proposed transferee on the same site which:

* have a technical connection with the activities in the stationary technical unit

* could have an effect on pollution

In Column 2, both Boxes A and B, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [*For example, Manufacturing glass and glass fibre, unless falling within Part A(1) of that Section, where melting capacity of the plant is more than 20 tonnes per day, would be listed as Chapter 3, Section 3.3, Part A(2)(a).*]

B1.1 Installation table for partial transfer of permit

COLUMN 1	COLUMN 2
Box A Activities to remain be retained by the original operator in the Stationary Technical Unit	Schedule 1 References
Box B Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Schedule 1 References
Box A(i) Activities proposed to be transfer to the proposed transferee	Schedule 1 References
Box B(i) Directly associated activities proposed to be transfer to the proposed transferee	Schedule 1 References

B.1.2 Site Maps

You do not need to provide a site map in the case of an application to transfer the whole of your permit.

In the case of partial transfer of the permit only please provide:-

* A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Doc Reference _____

B2 Additional information

B2.1 Please supply any additional information which you would like us to take account of in considering this application for transfer.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the fee for an application to transfer a permit. Your application cannot be processed unless the correct fee is enclosed.

C1.1 Please state the amount enclosed as a fee for this application.

For the local authority

£ (cheques should be made payable to [Council]

For the Environment Agency

£ (cheques should be made payable to []

We will confirm receipt of this fee when we write to you acknowledging your transfer application.

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Commercial confidentiality

C2.1 Is there any information in this application to transfer, or partially transfer your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality ?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Doc Reference _____

C2.2 Is there any information in the application to transfer, or partially transfer your permit, that you believe should be kept from the public register on the grounds of national security ?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the transfer application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

C3 Data Protection

The information you give will be used by the Local Authority to determine your application to transfer, or partially transfer your permit. It will be placed on the relevant public register. 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.

It is an offence under Regulation 38 of the EP Regulations, for the purpose of obtaining the transfer, or partial transfer of 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.

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).

C4 Declaration by transferees*: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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:

C5 Declaration

C5.1 Signature of current operator(s)*

I / We certify that the information in this transfer application is correct. I / We apply for a transfer of an existing permit in respect of the particulars described in this transfer application (including 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.

For the transfer application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

C5.2 Signature of the proposed transferee(s)* applying to take over responsibility for the permit or part of the permit

I/ We certify that the information in this transfer application is correct. I/ We apply for a permit in respect of the particulars described in this transfer application (including 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.

For the transfer application to:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the proposed transferee, all should sign.
Where a company or other body corporate – an authorised person should sign and provide
evidence of authority from the board of the company or body corporate.*

A2 Variation form

Application for a variation of permit conditions

Local Authority - Integrated Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

This environmental permitting regime is known and referred to as Local Authority Integrated Pollution Prevention and Control ('LA-IPPC'). Installations permitted under this regime are known as 'A2' installations. Use this form if you already have a permit and wish to vary your permit conditions or wish to make a change to your installation.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your variation application, and explains some of the technical terms used. You will also need to read the relevant sector guidance note, BREF note or Process Guidance note as appropriate. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the variation application to enable it to be processed further. When complete return to:

Insert local authority address

Other documents you may need to submit

There are number of other documents you may need to send us with your variation application. Each time a request for a document is made in the form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

Please send the original and [] copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

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.

A1 Applicant details

A1.1 Name of the installation

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

Postcode

Telephone

A1.3 Permit reference number

A2.1 The Operator – please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company registration number

Please indicate which address correspondence concerning this transfer should be sent to.

A3.1 Who can we contact about your application for a variation?

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

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 About the installation

Please fill in the table below with details of all the current activities and proposed activities at the whole installation.

In Column 1, Box A, *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are carried out in the stationary technical unit of the installation.

In Column 1, Box A(i), *Proposed new activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be carried out in the stationary technical unit of the installation.

In Column 1, Box B, *Directly associated activities*

Please identify any directly associated activities that are carried out on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution.

In Column 1, Box B(i), *Directly associated activities*

Please identify any directly associated activities that are proposed, to be carried out on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **Column 2, both Boxes A and B**, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations. *[For example, Manufacturing glass and glass fibre, unless falling within Part A(1) of that Section, where melting capacity of the plant is more than 20 tonnes per day, would be listed as Chapter 3, Section 3.3, Part A(2)(a).]*

B1.1 Installation table for variation of permit conditions

COLUMN 1	COLUMN 2
Box A Activities in the Stationary Technical Unit	Schedule 1 References
Box A(i) Proposed new activities in the Stationary Technical Unit	Schedule 1 References
Box B Directly associated activities	Schedule 1 References
Box B(i) Proposed new directly associated activities	Schedule 1 References

B1.2 Why is the variation application being made?

- specific permit conditions will require amending
- we are unsure whether the proposed changes will require a variation and wish the local authority to advise on this

B.1.3 Site Maps

Please provide:-

* A suitable map showing the location of the installation clearly defining extent of the installations in red and indicating the extent of the installation affected by the proposed change

Doc Reference _____

* A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere, indicating which activities will be affected by the proposed change

Doc Reference _____

* A suitable plan showing the site drainage system and all discharge points to drainage or water courses indicating which will be affected by the proposed change

Doc Reference _____

B2 The installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.

B2.1 Describe the proposed change to the installation and activities and identify the foreseeable emissions to air, water & land from effecting this change (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation).

The use of process flow diagrams may aid to simplify the operations

Doc Reference: _____

B2.2 Once all foreseeable changes in emissions as a result of the proposed change have been identified each emission should be characterised (including odour) and quantified.

- atmospheric emissions should be categorised under the following
 - (i) point source (eg chimney/vent, identified by a number and detailed on a plan)
 - (ii) fugitive source (eg from stockpiles / storage areas).
- water emissions should be identified at discharge points

Doc Reference: _____

B2.3 For each emission which will be affected by the proposed change describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions.

Doc Reference: _____

B2.4 Identify the raw and auxiliary materials, other substances and water that will be affected by the proposed change in the activities listed in the table in B1.1.

Doc Reference: _____

B2.5 Characterise and quantify the effect of the proposed change on each waste stream from the installation and describe the proposed measures for waste prevention and reduction. Please also include any changes required in waste management issues storage and handling of the waste.

Doc Reference: _____

B2.6 Identify if any changes will occur to a discharge of any List 1 or List II substance as a result of the proposed change and if any are identified. Explain how the requirements of the Groundwater Regulations 1998 (SI 2746) will be addressed (see attached lists). Also describe the proposed techniques used to prevent and reduce discharges to groundwater as a result of the change.

Doc Reference: _____

B2.7 Provide details of the effect the proposed change will have on energy consumption and generation by source and end-use and, if there is a change describe the proposed measures for improvement of energy efficiency. If this change will affect your inclusion in a climate change levy agreement please provide details.

Doc Reference: _____

B2.8 Describe the effect the proposed change will have on systems used in the event of unintentional releases and their consequences. This must identify, assess and minimise any change in the environmental risks and hazards, provide a risk based assessment of any change in the likely unintentional releases.

Doc Reference: _____

B2.9 Describe the effect the proposed change will have on the sources of noise & vibration identified in you original application. Also describe any additional sources which may be added by this proposed change and the proposed technology and techniques for the control of the noise & vibration.

Doc Reference: _____

B2.10 Describe the proposed measures for additional monitoring of all identified emissions as a result of the proposed change.

Doc Reference: _____

B2.11(a) Describe the effect the proposed change will have on any pollution risk to land and the ability to return the site of the installation to a satisfactory state upon definitive cessation of activities, you may wish to refer to the site report submitted in your original application.

Doc Reference: _____

B2.11(b) If the proposed change will result in additional land being included within the site of the installation please submit an additional site report describing the condition of the land identifying any substance in, on or under the land which will constitute a pollution risk.

Doc Reference: _____

B2.12 Describe the effect the proposed change will have on your environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B2.13 Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B2.14 Additional information

Please supply any additional information which you would like us to take account of in considering this variation application.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the variation application fee. Your application cannot be processed unless the correct fee is enclosed.

C1.1 Please state the amount enclosed as a fee for this variation application.

For the local authority

£ (cheques should be made payable to [Council])

For the Environment Agency

£ (cheques should be made payable to [])

We will confirm receipt of this fee when we write to you acknowledging your variation application.

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Annual charges

The application or granting of a permit variation will not affect the level of your annual subsistence charge, nor the requirement to pay it.

C3 Commercial confidentiality

C3.1 Is there any information in the application for a variation that you wish to justify being kept from the public register on the grounds of commercial confidentiality ?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Doc Reference _____

C3.2 Is there any information in the application for a variation that you believe should be kept from the public register on the grounds of national security ?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the variation application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

C4 Data Protection

The information you give will be used by the Local Authority to determine your application for a variation. 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.

It is an offence under Regulation 38 of the EP regulations, for the purpose of obtaining a variation to 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.

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).

C5 Declaration

C5.1 Signature of current operator(s)*

I / We certify that the information in this variation application is correct. I / We apply for a permit in respect of the particulars described in this variation application (including 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.

For the variation application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

Part B Application form

Application for a permit

Local Authority Pollution Prevention and Control Pollution Prevention and Control Act, 1999 Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part 'B' installations. Use this form if you are sending an application for a 'Part B' permit to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations").

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

Insert local authority address

Other documents you may need to submit

There are number of other documents you will need to send us with your application. Each time a request for a document is made in the application form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with this reference number and the application reference number, if you have been given one, which will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

Using continuation sheets

In the case of the questions on the application form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

Please send the original and [] copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

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.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1 Applicant details

A1.1 Name of the installation

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

Postcode

Telephone

The Ordnance Survey national grid reference *8 characters*,
for example, *SJ 123 456* (can be obtained from typing postcode into one of the on-line
mapping sites).

--	--	--	--	--	--	--	--

A1.3 Existing permits:

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):

Please provide the information requested below about the “Operator”, which means the person 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 company, partnership or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number

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 can be an agent or consultant.

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 About the installation

Please fill in the table below with details of all the current activities in operation at the whole installation.

In **Column 1, Box A**, please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In **Column 1, Box B** please identify any directly associated activities that are, or are proposed, to be carried out on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **Column 2, for Boxes A and B** please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

B1.1 Installation table for new permit application

COLUMN 1	COLUMN 2
Box A Activities in the stationary technical unit	Section in Schedule 1 to the EP Regulations

Box B Directly-associated activities	Schedule 1 references (if any)

B1.2 Why is the application being made?

- The installation is new
- The installation is existing, but changes to the installation or to the EP Regulations means that an LAPPC Part B permit is now required.

B.1.3 Site Maps

Please provide:-

* A suitable map showing the location of the installation clearly defining extent of the installations in red

Doc Reference _____

* A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere

Doc Reference _____

B2 The Installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.

B2.1 Describe the proposed installation and activities and identify the foreseeable emissions to air from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Doc Reference: _____

B2.2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following

- i. point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- ii. fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

(Emission concentration = e.g. milligrams per cubic metre of air; mass emission = e.g. grams per hour, tonnes per year)

B2.3 For each emission identified from the installations' activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable, reducing the emissions into the air. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment then this should be stated

Doc Reference: _____

B2.4 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Doc Reference: _____

B2.5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed (e.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Doc Reference: _____

B2.6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B3 Impact on the Environment

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (e.g. is there a history of complaints and/or is the installation in an air quality management area ?)

Doc Reference: _____

B3.2 Are there any sites of special scientific interest (SSSIs) or European protected sites which are within either

- 2 kilometres for an installation which includes Part B combustion, incineration (but not crematoria), iron and steel, and non-ferrous metal activities, or
- 1 kilometre for Part B mineral activities and cement and lime activities, or
- ½ a kilometre for all other Part B activities?

No

Yes *please give names of the sites*

B3.3 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVIII of the General Guidance Manual).

Doc Reference: _____

B4 Environmental Statements

B4.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment)(England & Wales) Regulations 1999/293, or for any other reason with respect to the installation?

No

Yes *Please supply a copy of the environmental impact assessment and details of any decision made*

Doc Reference: _____

B5 Additional information

Please supply any additional information which you would like us to take account of in considering this application.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1 Please state the amount enclosed as an application fee for this installation.

£ (cheques should be made payable to [])

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Annual subsistence charges

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.

C2.1 Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Postcode: _____ Telephone: _____

C3 Commercial confidentiality

C3.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality ?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Doc Reference _____

C3.2 Is there any information in the application that you believe should be kept from the public register on the grounds of national security ?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

C4 Data Protection

The information you give will be used by the Local Authority 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.

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.

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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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 _____

Date _____

C6 Declaration

C6.1 Signature of current operator(s)*

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 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.

For the application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

Part B Application form

Application for a permit for a **dry cleaners**

**Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007**

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a dry cleaning installation as defined in Section 7 of 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

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.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

.....

A1.2. Please give the address of the premises

.....

.....

.....

Postcode Telephone.....

A1.3. Do you have an existing permit for a dry cleaning installation?

.....

A2.1. The Applicant - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

.....

Trading/business name (if different)

.....

Registered Office address

.....

.....

.....

Postcode Telephone.....

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

Ultimate holding company registered office address

.....
.....
.....

PostcodeTelephone.....

A3 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

Position

Address

.....
.....
.....

PostcodeTelephone.....

Fax number email address

B. About the installation

B1.2. Please attach a plan of the premises showing the location of:

- (a) the premises
- (b) where the dry cleaning machine(s) will be installed
- (c) where the dry cleaning solvents will be stored
- (d) where the dry cleaning residue will be stored
- (e) any drains within the installation and in the immediate area of the installation which may be affected as a result of any potential Volatile Organic Compound (VOC) release from the dry cleaning operations

B1.3. Please supply a description of the location and methods of storage of:

- (a) dry cleaning solvents
- (b) dry cleaning residue

B1.4. Make, model name/number, serial number, load capacity, date of installation and type of dry cleaning solvent used.

Make	Model	Serial number	Load capacity	Date installed	Dry cleaning solvent

B1.5. Provide details, including a schedule, of checking and maintenance procedures for each machine. This should include the machine manufacturers' recommended operating procedures, checking and maintenance requirements and any other additional procedures undertaken by the operator. (This should be submitted in a form of a list of the activities carried out and their frequencies. For additional guidance see Section 3, paragraph 3.14 of PG6/46(04)).

B1.6. Provide details of any other activities carried out within the dry cleaning installation which involve the use of organic solvents in particular spot clean solutions, water-proofing solutions and any other solvents or solvent borne preparations.

B1.7. Provide details on the training and relevant qualifications regarding operating and maintaining the dry cleaning machine in accordance with this guidance.

B1.8. Specify how the product will be weighed and recorded weekly and annually.

B1.9. Provide details how the mass or volume of solvent used will be determined and recorded weekly and annually (due to the low use spot cleaning solvents they need only to be determined annually).

B2.0. Risk Phrase Solvents At the time of writing and in the future it is believed unlikely that these materials will be used within the dry cleaning industry. (*Details of the risk phrases of the materials used can be found on the original suppliers packaging and in the Materials Safety Data Sheet (MSDS) for the product.*)

Are any substances or preparations which because of their VOC content are required carry one or more of the following risk phrases used within the installation:

- R45 - May cause cancer
- R46 - May cause heritable genetic damage
- R49 - May cause cancer by inhalation
- R60 - May impair fertility
- R49 - May cause harm to the unborn child.

Yes	No

If **Yes**, provide full details of how and why these risk phrase materials are used and how the requirements of the EU Solvent Emissions Directive on substitution, control and limiting of emissions of risk phrase materials will be met.

C1. Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1. Please state the amount enclosed as an application fee for this installation.

£.....

Cheques should be made payable to:

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2. Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2. Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.

C2.1. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

.....
.....
.....

Postcode.....Telephone.....

C3. Commercial confidentiality

C3.1. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

C4. Data Protection

The information you give will be used by the Local Authority 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.

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.

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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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.....

Date

6 Declaration

C6.1 Signature of current operator(s)*

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 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.

For the application from:

Premises name

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

Part B Application form

Application for a permit for a **small waste oil burner <0.4MW**

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a small waste oil burner <0.4MW as defined in Section 7 of 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

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.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

.....

A1.2. Please give the address of the premises

.....

Postcode Telephone.....

A1.3. Do you have an existing permit for a waste oil burner or another activity such as vehicle respraying?

.....

A2.1. The Applicant - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

.....

Trading/business name (if different)

.....

Registered Office address

.....

Postcode Telephone.....

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

Ultimate holding company registered office address

.....
.....
.....

PostcodeTelephone.....

A3 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

Position

Address

.....
.....
.....

PostcodeTelephone.....

Fax number email address

B. About the installation

B 1.1 A plan showing the location of the premises where the burner will be installed must be attached.

B1.2 Make and model name/number of the burner(s) to be installed?

.....

B1.3 What is the rated thermal input of the burner(s)?

.....

B1.4 Is the appliance a vapourising or an atomising burner?

vapourising

atomising

B1.5 If the appliance is an atomising burner, does it comply with OFTEC Standards AFS103 except for paragraphs 13.1.1 and 13.2.1?

yes

no

B1.6 What fuel will be burned on the appliance?

waste oil

other fuel (say which).....

B 1.7 What is the source of the waste or recovered oil? Is it

Only 'own arisings', ie only from the same premises as the small waste oil burner	
Some waste oil brought in from off-site	

B1.8 What is the height and location of the proposed chimney(flue) serving the burner(s)?

Is it 6metres above ground level?	
Is it 1 metre above any roof within 20metres?	
Is it 3 metres above any opening windows within 20 metres?	
Is it 3m above any area within 20 metres to which there is general access?	

B1.9 Who checked, or who will check that the burner and flue were installed correctly?

.....

B1.10 Where will the fuel storage tank be situated?

.....

C1. Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1. Please state the amount enclosed as an application fee for this installation.

£.....

Cheques should be made payable to:

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2. Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2. Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.

C2.1. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

.....
.....
.....

Postcode.....Telephone.....

C3. Commercial confidentiality

C3.1. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

C4. Data Protection

The information you give will be used by the Local Authority 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.

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.

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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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.....

Date

6 Declaration

C6.1 Signature of current operator(s)*

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 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.

For the application from:

Premises name

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

Part B Application form

Application for a permit for a **Part B service station**

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate service station defined in Section 7 of Schedule 1 to the Environmental Permitting Regulations.

Relevant parts of the form may also be used where the retrospective fitting of a 'Stage 2' petrol vapour recovery system is the subject of an application for a non-substantial variation (in which case, no fee will be payable).

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

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.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

.....

A1.2. Please give the address of the premises

.....

Postcode Telephone.....

A1.3. Do you have an existing permit for a waste oil burner or another activity such as vehicle respraying?

.....

A2.1. The Applicant - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

.....

Trading/business name (if different)

.....

Registered Office address

.....

Postcode Telephone.....

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

Ultimate holding company registered office address

.....
.....
.....

PostcodeTelephone.....

A3 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

Position

Address

.....
.....
.....

PostcodeTelephone.....

Fax number email address

B. About the installation

B 1.1 Why is the application being made?

the installation is new

it is an existing Part B installation permitted under the Environmental Permitting Regulations for which a substantial change is proposed within 4 months of the transitional date and an LAPPC permit is required

B2.1 Is the service station located under permanent living quarters or working areas (see section 2 of PG1/14(06))?

- No
- Yes

B2.2 When was equipment for vapour collection during filling of underground storage tanks installed or when will it be installed?

.....

B2.3 Volume of petrol unloaded into the service station in each of the last three calendar years (see Section 2 of PG1/14(06) for relevant timescales) in cubic metres (ie litres divided by 1000). Please circle the appropriate band.

Year	Volume of petrol/m ³				
	<100	100-500	501-1000	1001-3500	>3500
	<100	100-500	501-1000	1001-3500	>3500
	<100	100-500	501-1000	1001-3500	>3500
	<100	100-500	501-1000	1001-3500	>3500

B2.4 Are deliveries “Driver controlled”/”Driver Assisted”?

- No
- Yes

B2.5 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place? If the latter information is not known, a statement of what assessment will be made to determine the information and within what timescale. The information supplied under item B2.10 should be supplemented by a site specific assessment (see Section 6 of PG1/14(06)).

.....

.....

.....

B2.6 Are diesel storage tanks connected to the vapour balance system?

- No
- Yes

B2.7 Measures taken or to be taken for vapour emission control, both during unloading and in storage?

.....
.....
.....

B2.8 Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes). This should include equipment for the recovery of vapours during filling of underground storage tanks and for installations that are required to have a "Stage II" vapour recovery system in place, for filling of vehicle petrol tanks.

Doc Reference

B2.9 Please attach unloading procedure and instructions

Doc Reference

B2.10 Please state or attach details of supervision, training and qualifications of operating staff (details should be specific to "on site" staff and include general statements about delivery drivers).

.....
.....
.....

Doc Reference

B2.11 Please state or attach the schedule of maintenance of vapour collection control (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a "Stage II" vapour recovery in place).

.....
.....
.....

Doc Reference

B2.12 Please state or attach the schedule of examination and testing for vapour collection controls (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a "Stage II" vapour recovery in place).

.....
.....
.....

Doc Reference

B2.13 Please attach procedures and contingency measures in the event of vapour containment equipment failure (including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery in place).

Doc Reference

2.14 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide a certificate to confirm conformity with approval for use under the regulatory regimes of at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (ie that at least 85% of the displaced vapours are recovered, according to the relevant ‘type approval’ test (see Section 5.16 of PG1/14(06)), expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged.

Doc Reference

B2.15 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, please provide details of testing of the vapour containment integrity in accordance with the manufacturer’s specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system.

Doc Reference

B2.16 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, is an “automatic monitoring system” installed to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?

- No
- Yes

B3 Impact on the Environment

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example if there is a history of complaints, is the installation in an air quality management area?)

Doc Reference

B3.2 Are there any sites of Special Scientific Interest (SSSIs) or European Sites, which are within 500 metres of the installation?

- No
- Yes. Please give the names of the sites

.....
.....

Doc Reference:

B3.3 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purpose of the Conservation (Natural Habitats etc) Regulations 1994.

Doc Reference:

B4 Environmental Statements

B4.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England And Wales) Regulations 1999, or for any other reason with respect to the installation?

- No
- Yes. Please supply a copy of the environmental impact assessment

Doc Reference:

B5 Additional Information

Please supply any additional information, which you would like us to take account of in considering this application.

Doc Reference:

C1. Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1. Please state the amount enclosed as an application fee for this installation.

£.....

Cheques should be made payable to:

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2. Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2. Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.

C2.1. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

.....
.....
.....

Postcode.....Telephone.....

C3. Commercial confidentiality

C3.1. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

C4. Data Protection

The information you give will be used by the Local Authority 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.

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.

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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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.....

Date

6 Declaration

C6.1 Signature of current operator(s)*

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 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.

For the application from:

Premises name

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

Part B Application form

Application for a permit for [respraying of road vehicles covered by process guidance note PG6/34b\(06\)](#)

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a vehicle refinishing installation as defined in Section 7 of Schedule 1 to the Environmental Permitting Regulations and covered by PG6/34(06).

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

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.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

.....

A1.2. Please give the address of the premises

.....

Postcode Telephone.....

A1.3. Do you have an existing permit for a road vehicle respraying installation?

.....

A2.1. The Applicant - Please provide the full name of company or corporate body or the name of the sole trader or the names of the partners

.....

Trading/business name (if different)

.....

Registered Office address

.....

Postcode Telephone.....

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

Ultimate holding company registered office address

.....
.....
.....

PostcodeTelephone.....

A3 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

Position

Address

.....
.....
.....

PostcodeTelephone.....

Fax number email address

B. About the installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the Environmental Permitting Regulations are met.

B1.1 Describe the proposed installation and activities and identify the foreseeable emissions to air from the process.

Doc Reference:

B1.2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following:

- (i) point source (eg chimney/vent, identified by a number and detailed on a plan)

(ii) fugitive source (eg from stockpiles/storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

Doc Reference:

B1.3 For each emission identified from the installation's activities, describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment, this should be stated

Doc Reference:

B1.4 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Doc Reference:

B1.5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (eg particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Doc Reference:

B1.6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference:

B1.7 Attach a plan of the premises showing the location of:

- (a) the premises
- (b) spray booths
- (c) organic solvent-containing material storage
- (d) organic solvent-containing waste storage.

Doc Reference:

B1.8 Supply a description of the location and methods of storage of organic solvent-containing materials.

Doc Reference:

B1.9 Supply certification of spray booth performance

Doc Reference:

B1.10a Are VOC emitting stacks¹

- at least 3m above the roof ridge height of buildings within 15 m of the stack.

No (If “no”, complete B1.10b)

Yes.

B1.10b Provide a written plan for the construction, operation and maintenance of stacks emitting VOCs.

Doc Reference:

B1.11 Provide details how the mass of VOC emitted and of paint solids used will be determined and recorded

Doc Reference:

B1.12 Provide a written plan for the maintenance, inspection and replacement of extract air filters of the spray booth and abrasive blasting equipment plant.

Doc Reference:

B1.14 Provide a written plan for measuring particulate emissions from abrasive blasting equipment, using manual extractive testing methods.

Doc Reference:

B1.15 Provide a written plan for control of VOC emissions from spray gun testing and sprayout following cleaning.

Doc Reference:

B1.16 Provide a written plan for the control of VOC emissions from spray gun and equipment cleaning.

Doc Reference:

B1.17 Provide a written plan for the control of VOC emissions from solvent contaminated wipes and other wastes

¹ NB – All new VOC emitting stacks are required to vent VOC’s at a height greater than 3m above the roof ridge height of buildings within 15 m of the stack

Doc Reference:

B1.18 State whether any structured environmental management system (such as ISO 14001, EMAS or BS8555) or a tailored system is being used or is planned, and if so what.

Doc Reference:

B1.19 Specify what training and instruction staff will be given to ensure that this permit (if granted) is complied with.

Doc Reference:

B2 Impact on the environment

B2.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area?)

Doc Reference:

B2.2 Are there any sites of Special Scientific Interest (SSSIs) or European Sites, which are within 500 metres of the installation?

- No
- Yes. Please give the names of the sites

.....
.....

Doc Reference:

B2.3 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purpose of the Conservation (Natural Habitats etc) Regulations 1994.

Doc Reference:

B3 Environmental Statements

B3.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England And Wales) Regulations 1999, or for any other reason with respect to the installation?

No

Yes. Please supply a copy of the environmental impact assessment

Doc Reference:

B4 Additional Information

Please supply any additional information, which you would like us to take account of in considering this application.

Doc Reference:

C1. Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

C1.1. Please state the amount enclosed as an application fee for this installation.

£.....

Cheques should be made payable to:

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.2. Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2. Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge. If you don't pay, your permit can be revoked and you will not be able to operate your installation.

C2.1. Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

.....
.....
.....

Postcode.....Telephone.....

C3. Commercial confidentiality

C3.1. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

If **Yes**, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

C4. Data Protection

The information you give will be used by the Local Authority 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.

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.

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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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.....

Date

6 Declaration

C6.1 Signature of current operator(s)*

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 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.

For the application from:

Premises name

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

Part B Surrender form

Notification for the surrender of a permit

Local Authority Pollution Prevention and Control Pollution Prevention and Control Act, 1999 Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part 'B' installations. Use this form if you already have a permit and have ceased to operate, or intend to cease to operate your installation and wish to surrender the permit. You may apply to surrender the whole or part of your permit under the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations").

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application for the surrender of the permit, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. When complete return to:

Insert local authority address

Other documents you may need to submit

There are number of other documents you may need to send us with your application for surrender. Each time a request for a document is made in the form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

You do not need to send multiple copies of this form, consultation is not required to surrender a permit.

If you need help and advice

We have made the 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.

A1 Applicant details

A1.1 Name of the installation

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

Postcode

Telephone

A1.3 Permit reference number

A2.1 The Operator – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company registration number

A3.1 Who can we contact about your surrender notification?

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 _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 Do you wish to surrender your permit in whole or in part?

Surrender whole permit

Partial surrender

In the case of partial surrender only, please fill in the table below with details of which parts of the installation are to remain in operation and which part will cease have ceased to operate, the part of the installation will be known as 'the surrender unit'.

Please fill in the table below with details of all the current activities in operation at the whole installation.

In Column 1, Box A, Activities in the stationary technical unit which are to remain in operation.

Please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to remain in operation in the stationary technical unit of the installation.

In Column 1, Box B, Directly associated activities which are to remain in operation

Please identify any directly associated activities that are, or are proposed, to remain in operation on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In Column 1, Box A(i), Activities in the stationary technical unit which are to, or have, ceased operation.

Please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to cease operation in the stationary technical unit of the installation.

In Column 1, Box B(i), *Directly associated activities which are to, or have, ceased operation*

Please identify any directly associated activities that are, or are proposed, to cease operation on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In **Column 2, both Boxes A and B**, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

In the case of mobile plant please list any serial number which apply to plant or equipment.

B1.1 Installation table for partial surrender of permit

COLUMN 1	COLUMN 2
Box A Activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B Directly associated activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) Activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B(i) Directly associated activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations

B.1.3 Site Maps

You do not need to provide a site map in case of a notification to surrender the whole of your permit.

In the case of partial surrender of your permit only please provide:-

* A suitable plan or map showing the activities on the site which are to cease operation (the surrender unit) and the activities to remain in operation within the extent of the installation.

Doc Reference _____

B2 The Installation

B2.1 The date on which the activity's operation will cease

_____ / ____ / _____

B2.2 In the case of partial surrender only you may indicate whether you consider certain conditions will require a variation in wording to take account of the surrender of the permit for part of the facility. Please detail the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B2.3 Additional information

Please supply any additional information which you would like us to take account of in considering this application for surrender.

Doc Reference _____

C3 Commercial confidentiality

C3.1 Is there any information in this application to surrender, or partially surrender your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality ?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP Regulations.

Doc Reference _____

C3.2 Is there any information in the application to surrender, or partially surrender your permit, that you believe should be kept from the public register on the grounds of national security ?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets.

C4 Data Protection

The information you give will be used by the Local Authority to determine your application to surrender, or partially surrender your permit. It will be placed on the relevant public register. 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.

It is an offence under EP Regulation 38 for the purpose of obtaining the surrender, or partial surrender of 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.

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).

C5 Declaration

C5.1 Signature of current operator(s)*

I / We certify that the information in this surrender application is correct. I / We apply for a permit in respect of the particulars described in this surrender application (including 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.

For the surrender application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

* Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.

Part B Transfer form

Application to transfer a permit

Local Authority Pollution Prevention and Control Pollution Prevention and Control Act, 1999 Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part 'B' installations. Use this form if you already have a 'Part B' permit and wish to transfer the permit in whole or in part to another person ('the proposed transferee'). You may apply to transfer the whole or part of your permit. Under the Environmental Permitting (England and Wales) Regulations 2007 ("the EP Regulations"), both the operator and the proposed transferee must jointly apply to have the permit transferred.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application for transfer to enable it to be processed further. When complete return to:

Insert local authority address

Other documents you may need to submit

You must submit your existing permit with this form. There are number of other documents you may need to send us with this application to transfer your permit. Each time a request for a document is made in the form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done

so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

You do not need to send multiple copies of this form, consultation is not required to transfer a permit.

If you need help and advice

We have made the 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.

A1 Applicant details

A1.1 Name of the installation

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

Postcode

Telephone

A1.3 Permit reference number

A2.1 The Operator – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Please indicate which address correspondence concerning this transfer should be sent to.

A3.1 Who can we contact about your application to transfer your permit?

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 _____

Position _____

Address _____

Postcode

Telephone number _____

Fax number _____

email address _____

A4 The proposed transferee – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode

Principal Office address (if different)

Postcode

Company registration number

Please indicate which address correspondence concerning this transfer should be sent to.

A4.1 Who can we contact about your application to have this permit transferred to you?

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

Name _____

Position _____

Address _____

_____ Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 Do you wish to transfer the permit in whole or in part?

Transfer whole permit

Partial transfer

In the case of partial transfer only please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, 'the transferred unit', and which parts of the installation will be retained by the original operator.

In Column 1, Box A, *Activities in the stationary technical unit which are to be retained by the operator*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

In Column 1, Box B, *Directly associated activities which are to be retained by the operator*

Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

The transferred unit

In Column 1, Box A(i), *Activities in the stationary technical unit which are to, or have, ceased operation.*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to transfer to the proposed transferee in the stationary technical unit of the installation.

In Column 1, Box B(i), *Directly associated activities which are to, or have, ceased operation*

Please identify any directly associated activities that are proposed to be transfer to the proposed transferee on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **Column 2, both Boxes A and B**, please quote the Chapter number, Section number, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

B1.1 Installation table for partial transfer of permit

COLUMN 1	COLUMN 2
Box A Activities to remain be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) Activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations
Box B(i) Directly associated activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations

B.1.2 Site Maps

You do not need to provide a site map in the case of an application to transfer the whole of your permit.

In the case of partial transfer of the permit only please provide:-

* A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Doc Reference _____

B2 Additional information

B 2.1 Please supply any additional information which you would like us to take account of in considering this application for transfer.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the fee for an application to transfer a permit. Your application cannot be processed unless the correct fee is enclosed.

C1.1 Please state the amount enclosed as a fee for this application.

£ _____ (cheques should be made payable to [_____])

We will confirm receipt of this fee when we write to you acknowledging your transfer application.

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C3 Commercial confidentiality

C3.1 Is there any information in this application to transfer, or partially transfer your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality ?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Doc Reference _____

C3.2 Is there any information in the application to transfer, or partially transfer your permit, that you believe should be kept from the public register on the grounds of national security ?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the transfer application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

C4 Data Protection

The information you give will be used by the Local Authority to determine your application to transfer, or partially transfer your permit. It will be placed on the relevant public register. 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.

It is an offence under Regulation 38 of the EP regulations, for the purpose of obtaining the transfer, or partial transfer of 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.

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).

C5 Declaration by transferees*: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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:

C6 Declaration

C6.1 Signature of current operator(s)*

I / We certify that the information in this transfer application is correct. I / We apply for a transfer of an existing permit in respect of the particulars described in this transfer application (including 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.

For the transfer application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

C6.2 Signature of the proposed transferee(s)* applying to take over responsibility for the permit or part of the permit

I/ We certify that the information in this transfer application is correct. I/ We apply for a permit in respect of the particulars described in this transfer application (including 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.

For the transfer application to:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the proposed transferee, all should sign.
Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

Part B transfer Form

Application to transfer a permit for a limited period: **mobile plant**

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act 1990
Environmental Permitting (England and Wales) Regulations 2007

Introduction

When to use this form

Use this form if you are applying to temporarily transfer a permit for a mobile plant. The form must be signed by both the hire company and the user of hired plant.

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

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.

LAPPC application form: to be completed by the operator		
For Local Authority use		
Application reference	Officer reference	Date received

1. Type of mobile plant (eg 'mark-3 crusher made by XYZ')

.....

2. Address of where the plant will be used

.....

.....

.....

PostcodeTelephone.....

3. Permit reference number

4. Name of hire company

Contact name, email and telephone

.....

5. Name of user company

Trading/business name (if different)

Registered office address

.....

.....

.....

Contact name, email and telephone

.....

6. Dates (and times) when the requested transfer will take effect and will cease to have effect

start date and time.....

end date and time.....

At the expiry of this fixed period this transfer will cease to have effect and the permit which is the subject of this transfer will revert to the hire company.

7. Has the user previously hired mobile crushing or screening plant from this hire company?

Yes/No

If yes, what was

a) the date of the last hire

b) the local authority to which a transfer application was made

.....

8. Please state the amount enclosed as a fee for this application.

£..... (cheques should be made payable to [])

9. Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

Yes/no

If Yes, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations.

10. Data protection and offences

The information you give will be used by the local authority 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.

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.

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).

If the user company contravenes the conditions of the permit at any time when it is transferred to them

- we may prosecute you, and
- if you are convicted, you are liable to a fine or imprisonment (or both).

11. Declaration by proposed user: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this mobile plant in accordance with the EP Regulations.

No formal enforcement action has been undertaken, or written warnings received, in the 12 months before the date of this application about a) failure to comply with conditions relating to the operation of any mobile plant, or b) operating without the plant being subject to a relevant environmental permit.

OR

A. 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:

B. The following formal enforcement action has been undertaken/written warnings received in the 12 months before the date of this application about either a) failure to comply with conditions relating to the operation of any mobile plant, or b) operating without the plant being subject to a relevant environmental permit.

.....
.....

Signature

Name

Position.....

Date

12. Declaration - signature of hire company*

I/We certify that the information in this application supplied by us as the permit-holder company is correct. I/We apply for a transfer of our existing permit in respect of the particulars described in this joint transfer application.

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date

13. Declaration - signature of proposed user*

I/We certify that the information supplied by us in this application is correct. I/We apply for a transfer of an existing permit in respect of the particulars described in this joint transfer application. I/We understand that, for the duration of the fixed period given in response to question 6, I/we will be responsible for operating the mobile plant in accordance with the permit conditions and will be liable to enforcement action for any contraventions. I/We have seen and read a copy of the permit for this plant.

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date

* Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.

Part B Variation form

Application for a variation of permit conditions

**Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007**

Introduction

When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part 'B' installations. Use this form if you already have a permit and wish to vary the permit conditions or wish to make a change to your installation.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at http://www.opsi.gov.uk/legislation/about_legislation.htm.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the variation application to enable it to be processed further. When complete return to:

Insert local authority address

Other documents you may need to submit

There are number of other documents you may need to send us with your variation application. Each time a request for a document is made in the form you will need to record a document reference number for the document or documents that you are submitting in the space provided on the form for this purpose. Please also mark the document(s) clearly with your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the form itself, please use a continuation sheet if you need extra space; but please indicate clearly on the form that you have done so by stating a document reference number for that continuation sheet. Please also mark the continuation sheet itself clearly with the information referred to above.

Copies - *not relevant for e-applications*

Please send the original and [] copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

If you need help and advice

We have made the 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.

A1 Applicant details

A1.1 Name of the installation

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

Postcode

Telephone

A1.3 Permit reference number

A2.1 The Operator – Please provide the full name of company or corporate body

Trading/business name (if different)

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 can be an agent or consultant.

Name _____

Position _____

Address _____

Postcode _____

Telephone number _____

Fax number _____

email address _____

B1 About the installation

Please fill in the table below with details of all the current activities and proposed activities at the whole installation.

In Column 1, Box A, *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are carried out in the stationary technical unit of the installation.

In Column 1, Box A(i), *Proposed new activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be carried out in the stationary technical unit of the installation.

In Column 1, Box B, *Directly associated activities*

Please identify any directly associated activities that are carried out on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution.

In Column 1, Box B(i), *Directly associated activities*

Please identify any directly associated activities that are proposed, to be carried out on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **Column 2, Both Boxes A and B**, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

B1.1 Installation table for variation of permit conditions

COLUMN 1	COLUMN 2
Box A Activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) Proposed new activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B Directly associated activities	Section in Schedule 1 of the EP Regulations
Box B(i) Proposed new directly associated activities	Section in Schedule 1 of the EP Regulations

B1.2 Why is the variation application being made?

- specific permit conditions will require amending
- we are unsure whether the proposed changes will require a variation and wish the local authority to advise on this

B.1.3 Site Maps

Please provide:-

* A suitable map showing the location of the installation clearly defining extent of the installations in red and indicating the extent of the installation affected by the proposed change

Doc Reference _____

* A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere, indicating which activities will be affected by the proposed change

Doc Reference _____

* A suitable plan showing the site drainage system and all discharge points to drainage or water courses indicating which will be affected by the proposed change

Doc Reference _____

B2 The Installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the EP Regulations are met.

B2.1 Describe the proposed change to the installation and activities and identify the foreseeable emissions to air from effecting this change (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Doc Reference: _____

B2.2 Once all foreseeable changes in emissions as a result of the proposed change have been identified each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following

- iii. point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- iv. fugitive source (e.g. from stockpiles / storage areas).

Doc Reference: _____

B2.3 For each emission which will be affected by the proposed change describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions.

Doc Reference: _____

B2.4 Describe the proposed measures for additional monitoring of all identified emissions as a result of the proposed change.

Doc Reference: _____

B2.5 Describe the effect the proposed change will have on your environmental management techniques, in relation to the installation activities described.

Doc Reference: _____

B2.6 Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B2.7 Additional information

Please supply any additional information which you would like us to take account of in considering this variation application.

Doc Reference _____

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the variation application fee. Your application cannot be processed unless the correct fee is enclosed.

C1.1 Please state the amount enclosed as a fee for this variation application.

£ (cheques should be made payable to [])

We will confirm receipt of this fee when we write to you acknowledging your variation application.

C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 Annual charges

The application or granting of a permit variation will not affect the level of your annual subsistence charge, nor the requirement to pay it.

C3 Commercial confidentiality

C3.1 Is there any information in the application for a variation that you wish to justify being kept from the public register on the grounds of commercial confidentiality ?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the EP Regulations.

Doc Reference _____

C3.2 Is there any information in the application for a variation that you believe should be kept from the public register on the grounds of national security ?

No

Yes

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the variation application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

C4 Data Protection

The information you give will be used by the Local Authority to determine your application for a variation. 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.

It is an offence under Regulation 38 of the EP Regulations, for the purpose of obtaining a variation to 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.

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).

C5 Declaration: previous offences (delete whichever is inapplicable)

I/We certify

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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 _____

Date _____

C6 Declaration

C6.1 Signature of current operator(s)*

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 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.

For the application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

General Guidance Manual on Policy and Procedures for A2 and B Installations

Part D

**Specimen notices, consultation
letters, and credit reference
authorisation form**

Consultation letter and advertisement

The following are two options for a letter to invite public consultees to comment on an application. The first is designed for national consultees who will be aware of the procedures and should be sent a copy of the application. The second is for members of the public and other interested parties.

1. specimen letter to national consultees

Dear Sir/Madam

**ENVIRONMENTAL PERMITTING (ENGLAND AND WALES)
REGULATIONS 2007
REGULATION 13 AND SCHEDULE 5, PARAGRAPH 6**

Application for a permit to operate an installation - [*insert name and location of installation*]

1. Notice is hereby given of the above-mentioned application for a permit, a copy of which is enclosed.
2. Any representations you make by [*insert date*]* will be considered in determining the application. Representations should be sent to [*email/surface mail address*].
3. If further information is required, please contact [*insert officer dealing with application, tel no and email address*].

Yours

* for local authority information (**not** for the letter or advertisement): There is no prescribed time period. 20 working days may often be appropriate, but, whatever period is selected, late comments should be taken into account if it is reasonable to do so.

2. specimen letter to other consultees (can also be used for national consultees using the alternative third paragraph)

Dear Sir/Madam

**ENVIRONMENTAL PERMITTING (ENGLAND AND WALES)
REGULATIONS 2007, SI 2007/3538
REGULATION 13 AND SCHEDULE 5, PARAGRAPH 6**

Application for an environmental permit to operate an installation OR to vary an environmental permit vary - [insert name and location of installation]

In our opinion you/your organisation are/is a public consultee for the purposes of this application. This is to inform you that we have received the above application for a permit to operate an installation [for the production of pig iron including continuous casting, with a production capacity of more than 2.5 tonnes per hour].

standard paragraph

The application has been placed on the public register held at : Anycounty Council Offices, Town Lane, Farmerville, Anycounty, and can be inspected free of charge during normal office hours. [It can also be viewed on the Council's website at www.....] Any written comments on the application should be made to the Anycounty Council [insert postal and, if appropriate, email address] by [insert date*]. Any written comments will be placed on the public register unless they include a statement requesting that this is not done. If there is such a request the register itself will just include a note that representations have been made which are not on the register because of such a request.

alternative paragraph if sending a copy of the application to national consultees

I am enclosing a copy of the application. Any written comments on the application should be made to this authority by [insert 30 working-day date*]. Any written comments will be placed on the public register unless they include a statement requesting that this is not done. If there is such a request the register itself will just include a note that representations have been made which are not on the register because of such a request.

If further information is required, please contact [*officer dealing with the application, telephone number and email address*].

Yours

Specimen advertisement where it is considered appropriate to advertise

Application under the Environmental Permitting (England and Wales) Regulations 2007

The company known as Farmers Foundry, Market Place, Farmersville, Anyplace AB12 3CD has applied to Anycounty Council for a permit to operate an installation for the production of pig iron including continuous casting, with a production capacity of more than 2.5 tonnes per hour at the address above.

The application has been placed on the public register held at: Anyplace Council Offices, Town Lane, Farmerville, Anyplace, and can be inspected free of charge during normal office hours. [It can also be viewed on the Council's website at www.....] Any written comments on the application should be made to the Anyplace Council [insert postal and, if appropriate, email address] by [insert date*]. Any written comments will be placed on the public register unless they include a statement requesting that this is not done. If there is such a request the register itself will just include a note that representations have been made which are not on the register because of such a request.

[Date]

* for local authority information (**not** for the letter or advertisement): There is no prescribed time period. 20 working days may often be appropriate, but, whatever period is selected, late comments should be taken into account if it is reasonable to do so.

Variation Notice

EP Permit ref

Variation ref

[] Council
**The Environmental Permitting (England and Wales) Regulations 2007,
Regulation 20 [and Regulation 18 *in relation to consolidated permits*]**

Variation Notice

To [the operator at the address shown on their permit / application]

[] Council (“the Council”) , in the exercise of the powers conferred upon it by regulation 20 of the Environmental Permitting (England and Wales) Regulations 2007¹ (“the 2007 Regulations”) hereby gives you notice as follows-

The Council has decided to vary the conditions of permit reference [] granted under [regulation 10(2) of the Pollution Prevention and Control (England and Wales) Regulations 2000] [regulation 13(1) of the 2007 Regulations] in respect of the operation of the installation/mobile plant at [].

The variation of the conditions of the permit and the date [s] on which they are to take effect are specified in [Schedule 1] to this notice. [A consolidated permit as varied by this notice [and by variation notices ref [] [] is set out in [Schedule 2].]

[You are hereby required to pay by no later than [...date] the sum of £[...] - the fee prescribed in respect of a variation notice in the relevant charging scheme made under regulation 65 of the 2007 Regulations [and/or section 41 of the Environment Act 1995 *for LA-IPPC only where there are separate charges in relation to water discharges*²].

Signed on behalf of [] Council

..... Date.....

[position]

An authorised officer of the Council

¹ SIXXX

² 1995 c.25

EP Permit ref:

Variation ref:

Schedule 2 (Example)

Permit reference [] as varied by this notice and variation notices [] and [].

(Insert amended or full consolidated permit).

Guidance for operators receiving a Variation Notice

(This guidance does not form part of the Variation Notice, but it is for the guidance of those served with the notice.) Further guidance can be found in the PPC General Guidance Manual at

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>.

Dealing with a Variation Notice

This notice varies the terms of the permit specified in the Notice by amending or deleting certain existing conditions and/or adding new conditions. The Schedules attached to the notice explain which conditions have been amended, added or deleted and the dates on which these have effect.

The Council may have included a 'consolidated permit', which takes into account these and previous variations. Where a consolidated permit is not included this variation notice must be read in conjunction with your permit document.

Offences

Failure to comply with a Variation Notice is an offence under regulation 38(1) (b) of the 2007 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £20,000 or imprisonment for a term not exceeding 6 months or both; or (ii) to an unlimited fine or imprisonment for a term not exceeding 5 years or both, depending on whether the matter is dealt with in the Magistrates or Crown Court.

Appeals

Under regulation 31 and Schedule 6 of the 2007 Regulations operators have the right of appeal against the conditions attached to their permit by a variation notice. The right to appeal does not apply in circumstances where the notice implements a direction of the Secretary of State/Welsh Ministers given under regulations 61 or 62 or a direction or when determining an appeal.

Appeals against a Variation Notice do not have the effect of suspending the operation of the Notice. Appeals do not have the effect of suspending permit conditions, or any of the mentioned notices.

Notice of appeal against a Variation Notice must be given within **two months** of the date of the variation notification, which is the subject matter or the appeal. The Secretary of State/Welsh Ministers may in a particular case allow notice of appeal to be given after the expiry of this period, but would only do so in the most compelling circumstances.

How to appeal

There are no forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide the Secretary of State or Welsh Minister with the following (see paragraphs 2(1) and (2) of Schedule 6 of the 2007 Regulations):

- written notice of the appeal
- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;

- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for confidentiality under regulation 48 of the 2007 Regulations, and provide relevant details – see below. Unless such information is provided all documents submitted will be open to inspection.

Where to send your appeal documents

Appeals should be despatched on the day they are dated, and addressed to:

The Planning Inspectorate
 Environment Team, Major and Specialist Casework
 Room 4/04 Kite Wing
 Temple Quay House
 2 The Square
 Temple Quay
 Bristol BS1 6PN

Or for appeals in Wales:

The Planning Inspectorate
 Crown Buildings
 Cathays Park
 CARDIFF
 CF10 3NQ

If an appeal is made, the main parties will be kept informed about the next steps, and will also normally be provided with additional copies of each other's representations.

To withdraw an appeal – which may be done at any time - the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority who must in turn notify anyone with an interest in the appeal.

Costs

The operator and local authority will normally be expected to pay their own expenses during an appeal. Where a hearing or inquiry is held as part of the appeal process, by virtue of paragraph 5(6) of Schedule 6, either the appellant or the authority can apply for costs. Applications for costs are normally heard towards the end of the proceedings and will only be allowed if the party claiming them can show that the other side behaved unreasonably and put them to unnecessary expense. There is no provision for costs to be awarded where appeals are dealt with by written representatives.

Confidentiality

An operator may request certain information to remain confidential, ie not be placed on the public register. The operator must request the exclusion from the public register of confidential information at the time of supply of the information requested by this notice or any other notice. The operator should provide clear justification for each item wishing to be kept from the register. The onus is on the operator to provide a clear justification for each item to be kept from the register. It will not simply be sufficient to say that the process is a trade secret.

The test of whether information is confidential for the purposes of being withheld from the public register is complex and is explained, together with the procedures, in chapter 8 of the PPC General Guidance Manual.

National security

Information may be excluded from the public register on the grounds of National Security. If it is considered that the inclusion of information on a public register is contrary to the interests of national security, the operator may apply to the Secretary of State/Welsh Ministers, specifying the information and indicating the apparent nature of risk to national security. The operator must inform the local authority of such an application, who will not include the information on the public register until the Secretary of State/Welsh Ministers has decided the matter.

Suspension Notice

EP Permit ref:

Suspension ref:

[] Council

**The Environmental Permitting (England and Wales) Regulations 2007,
Regulation 37**

Suspension Notice

To [the operator at the address shown on permit / application]

[] Council (“the Council”) , in the exercise of the powers conferred upon it by regulation 37 of the Environmental Permitting (England and Wales) Regulations 2007 (“the 2007 Regulations”), is of the opinion that the operation of the [installation][mobile plant] under permit reference [] involves a risk of serious pollution as detailed in attached [Schedule 1] and hereby gives you notice as follows-

[In accordance with regulation 37(3) you are required to take the action detailed in attached [Schedule 2] to remove the risk of serious pollution, within the time period specified in that Schedule].

[In accordance with regulation 37(3) the permit reference [] shall [wholly] or [to the extent specified below] cease to have effect under such time as the Council is satisfied that the steps specified in [Schedule 2] have been taken, or this notice is withdrawn by the Council.]

[Permit ceases to have effect in respect of, all other permit conditions remain valid]

[In respect of partial suspension as detailed above the following additional conditions shall be inserted into the permit until such time as this notice is withdrawn: [*Specify conditions*]]

Signed on behalf of [] Council

.....
[position]

An authorised officer of the Council

Date.....

Guidance for Operators receiving a Suspension Notice

(This guidance does not form part of the Suspension Notice, but it is for the guidance of those served with the Notice. Further guidance can be found in the PPC General Guidance Manual at <http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>).

Dealing with a Suspension Notice

This Notice requires you to take the steps specified in the Notice, by the given date in order to remove a risk of serious pollution which in the opinion of the Council the operation of the installation or mobile plant involves.

Failure to comply with the terms of this Notice is an offence under regulation 38(c) of the 2007 Regulations. Operation of the permit relating to this installation has been suspended, either wholly or in part as detailed in the Notice. It is therefore an offence to continue to operate your installation/ mobile plant, to the extent specified in the Notice, until such time as the Notice is withdrawn by the Council.

Appeals

Under regulation 31 (1)(e) of the 2007 Regulations operators have the right of appeal against a suspension notice. The right to appeal does not apply in circumstances where the notice implements a direction of the Secretary of State/Welsh Ministers given under regulations 61 or 62 or a direction or when determining an appeal.

Appeals against a suspension notice do not suspend the operation of the notice. Appeals do not have the effect of suspending the remaining permit conditions where partial suspension has been specified.

Notice of appeal against a suspension notice must be given within **2 months** of the date of the notice. The Secretary of State/Welsh Ministers may in a particular case allow notice of appeal to be given after the expiry of this period, but would only do so in the most compelling circumstances.

How to appeal

There are no forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide the Secretary of State or Welsh Minister with the following (see paragraphs 2(1) and (2) of Schedule 6 of the 2007 Regulations):

- written notice of the appeal
- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for confidentiality under regulation 48 of the 2007 Regulations, and provide relevant details – see below. Unless such information is provided all documents submitted will be open to inspection. Further

guidance on commercial confidentiality can be found in chapter 8 of the PPC General Guidance Manual.

Where to send your appeal documents

Appeals should be despatched on the day they are dated, and addressed to:

The Planning Inspectorate
Environment Team, Major and Specialist Casework
Room 4/04 Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

Or for appeals in Wales:

The Planning Inspectorate
Crown Buildings
Cathays Park
CARDIFF
CF10 3NQ

If an appeal is made, the main parties will be kept informed about the next steps, and will also normally be provided with additional copies of each other's representations.

To withdraw an appeal – which may be done at any time - the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority who must in turn notify anyone with an interest in the appeal.

Costs

The operator and local authority will normally be expected to pay their own expenses during an appeal. Where a hearing or inquiry is held as part of the appeal process, by virtue of paragraph 5(6) of Schedule 6, either the appellant or the authority can apply for costs. Applications for costs are normally heard towards the end of the proceedings and will only be allowed if the party claiming them can show that the other side behaved unreasonably and put them to unnecessary expense. There is no provision for costs to be awarded where appeals are dealt with by written representatives.

Offences

The operation of an installation subject to LA-IPPC or LAPPC without the benefit of a permit is an offence under regulation 38(c) of the 2007 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £20,000 or to imprisonment for a term not exceeding 6 months or both; or (ii) to an unlimited fine or imprisonment for a term not exceeding five years or both (regulation 38), depending on whether the matter is dealt with in Magistrates or Crown Court. Additionally, under regulation 42 of the 2007 Regulations, the Council may in certain cases take proceedings in the High Court for the purpose of securing compliance with the suspension notice.

Revocation Notice

EP Permit ref:

Revocation ref:

[] Council
The Environmental Permitting (England and Wales) Regulations 2007,
[Regulation 22] [Regulation 65(5)]

Revocation Notice

To [the operator at the address shown permit / application]

[] Council (“the Council”), in the exercise of the powers conferred upon it by regulation 22 of the Environmental Permitting (England and Wales) Regulations 2007 (“the 2007 Regulations”) hereby gives you notice as follows-

[On the basis that it the Council considers that you have failed to pay a charge specified in the scheme made under regulation 65(1) of the 2007 Regulations, the permit reference [] granted to you by this Council on [] is hereby revoked.]

[It appears to the Council that *[insert reasons for the revocation, eg “you are no longer the operator of the installation/mobile plant covered by permit reference no. []” or “condition(s) [] as detailed in attached Schedule 1 [are being] [are likely to be] contravened”*. The permit reference no[] granted to you by this Council on [] is hereby revoked.]

[The Council partially revokes the permit reference no.[] granted to you by this Council on []. The extent of the partial revocation is detailed in the attached [Schedule 2].]

[Pursuant to regulation 23(1) and since [the whole or part] of the installation or mobile plant is no longer in operation, you are required to [take the action detailed in attached [Schedule 3] to avoid any pollution risk resulting from the operation of the installation/mobile plant on the site, or, in case of a partial revocation, that part of the site used for the operation of that installation or mobile plant.][Return the site, or that part of site to a satisfactory state.]]

The permit reference [] is hereby [revoked] [partially revoked] with effect from []. (not being less than 20 working days from the date of this notice).

Signed on behalf of [] Council

..... Date.....
[position]

An authorised officer of the Council

EP Permit ref:
 Revocation ref:

Schedule 1 (Example)

Condition(s) which in the opinion of the Council [is/are being] [are likely to be] contravened	Date(s) of contravention
<p>Condition 2.1 Emissions from stack 2 detailed on plan xyz shall at no time exceed 100 mg/m³ of particulate matter.</p> <p>Contravention: Monitoring results, for the period January to June 2008, submitted on 1st August 2008 showed persistent levels of between 160 mg/m³ and 210 mg/m³ with a peak level of 250 mg/m³, which are a continuation of similar results received for the previous twelve months.</p>	<p>January-June 2008</p>

Schedule 2 (Example)

The permit reference no:[] is partially revoked to the extent detailed in the table below

Activities within the installation to be revoked	Date(s) of revocation
<p>The operation of the lead glass activity housed within area x. marked on plan xyz is no longer permitted. It is not permitted to carry on this activity within any other area of the installation.</p>	<p>1st May 2008</p>

Schedule 3 (Example)

Action to be taken to avoid pollution risk / return the site to a satisfactory state	Date(s) of completion.
1. Ensure chemical storage tanks ref. a, b, c marked on plan xyz are purged of contents into a suitable container and disposed of off site in the correct manner at a suitably licensed facility and inform the council that this has been done enclosing a copy of the relevant consignment note.	1 st May 2008
2. Restore the site at a minimum to the condition described in the site report submitted with application reference no. [] dated [] and report to the Council the measures taken in pursuance of this.	1 st August 2008

Signed on behalf of [] Council

..... Date.....

[position]

An authorised officer of the Council.

Guidance for operators receiving a Revocation Notice

(This guidance does not form part of the Revocation Notice, but it is for the guidance of those served with the notice). Further guidance can be found in the PPC General Guidance Manual at

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>.

Dealing with a Revocation Notice

This notice revokes the permit (in whole or in part) for operation of the installation specified in the Notice.

The revocation/partial revocation takes effect from the date given in the Notice. From that date onwards continuation of the operation of the installation or that part specified will constitute an offence.

Appeals

Except in the case of a revocation for non-payment of charges, operators have the right of appeal against a revocation notice under regulation 31(1)(e) of the 2007 Regulations. The right to appeal also does not apply in circumstances where the notice implements a direction of the Secretary of State/Welsh Ministers given under regulations 61 or 62 or a direction or when determining an appeal.

Appeals against a Revocation Notice will suspend the operation of the Notice. Appeals do not have the effect of suspending permit conditions.

Notice of appeal against a revocation notice must be given before the date specified for revocation of the permit. The Secretary of State/Welsh Ministers may in a particular case allow notice of appeal to be given after the expiry of this period, but would only do so in the most compelling circumstances.

How to appeal

There are no forms or charges for appealing. However, for an appeal to be valid, appellants (the person/operator making the appeal) are legally required to provide the Secretary of State or Welsh Minister with the following (see paragraphs 2(1) and (2) of Schedule 6 of the 2007 Regulations):

- written notice of the appeal
- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether the appellant wishes the appeal to be in the form of a hearing or dealt with by way of written representations.

Appellants should state whether any of the information enclosed with the appeal has been the subject of a successful application for confidentiality under regulation 48 of the 2007 Regulations, and provide relevant details – see below. Unless such information is provided all documents submitted will be open to inspection. Further guidance on confidentiality can be found in chapter 8 of the PPC General Guidance Manual.

Where to send your appeal documents

Appeals should be despatched on the day they are dated, and addressed to:

The Planning Inspectorate
Environment Team, Major and Specialist Casework
Room 4/04 Kite Wing
Temple Quay House
2 The Square
Temple Quay
Bristol BS1 6PN

Or for appeals in Wales:

The Planning Inspectorate
Crown Buildings
Cathays Park
CARDIFF
CF10 3NQ

If an appeal is made, the main parties will be kept informed about the next steps, and will also normally be provided with additional copies of each other's representations.

To withdraw an appeal – which may be done at any time - the appellant must notify the Planning Inspectorate in writing and copy the notification to the local authority who must in turn notify anyone with an interest in the appeal.

Costs

The operator and local authority will normally be expected to pay their own expenses during an appeal. Where a hearing or inquiry is held as part of the appeal process, by virtue of paragraph 5(6) of Schedule 6, either the appellant or the authority can apply for costs. Applications for costs are normally heard towards the end of the proceedings and will only be allowed if the party claiming them can show that the other side behaved unreasonably and put them to unnecessary expense. There is no provision for costs to be awarded where appeals are dealt with by written representatives.

Offences

The operation of an installation subject to LA-IPPC or LAPPC without the benefit of a permit is an offence under regulation 38(1)(a) of the 2007 Regulations. A person guilty of an offence under this regulation could be liable to (i) on conviction in the Magistrates Court, a fine of up to £20,000 or to imprisonment for a term not exceeding six months or both; or (ii) on conviction in the Crown Court, to an unlimited fine or imprisonment for a term not exceeding five years or both (regulation 38).

Request for Information Notice

EP Permit ref:

Information Request ref:

[] Council
**The Environmental Permitting (England and Wales) Regulations 2007
Regulation 60**

Request for Information Notice

To [the operator at the address shown on the permit]

[] Council (“the Council”), in the exercise of the powers conferred upon it by regulation 60(2) of the Environmental Permitting (England and Wales) Regulations 2007 (“the 2007 Regulations”) hereby requires you-

- (a) to furnish the Council at the address set out below the information specified in the Schedule attached to this Notice (“the Schedule”);
- (b) to furnish that information [in writing / in electronic format compatible with XX system];
- (c) to furnish that information by the date specified in the Schedule attached to this Notice.

[Council Address]

Signed on behalf of [] Council

..... Date.....

[position]

An authorised officer of the Council.

EP Permit ref:
Information Request ref:

SCHEDULE (Example)

INFORMATION TO BE SUPPLIED TO THE COUNCIL	FORMAT OF THE SUBMISSION	DEADLINE FOR THE SUBMISSION
Supply details of the amount of finished product produced by the installation during each of the six calendar months prior to October 2008		1 st Dec 2008
Supply the servicing and maintenance schedule for the replacement [equipment details] fitted in July 2008 in building xyz.		1 st Sept 2008
Provide a short report on the measures proposed to be taken to mitigate the noise arising from xyz equipment.		1 st May 2008

Signed on behalf of [] Council

.....
[position]
An authorised officer of the Council

Date.....

Guidance for operators receiving a Request for Information Notice

(This guidance does not form part of the Request for Information Notice, but it is for the guidance of those served with the notice. Further guidance can be found in the PPC General Guidance Manual at

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>.)

Dealing with a Request for Information Notice

This Notice requests information, which the Council considers it requires for the purposes of the discharge of its functions under Environmental Permitting (England and Wales) Regulations 2007

The [legal person/individual] named in this Notice is required to supply the information detailed in the Notice or attached Schedule within the timescale specified.

Confidentiality

An operator may request certain information to remain confidential, ie not be placed on the public register. The operator must request the exclusion from the public register of confidential information at the time of supply of the information requested by this notice or any other notice. The operator should provide clear justification for each item wishing to be kept from the register. The onus is on the operator to provide a clear justification for each item to be kept from the register. It will not simply be sufficient to say that the process is a trade secret.

The test of whether information is confidential for the purposes of being withheld from the public register is complex and is explained, together with the procedures, in chapter 8 of the PPC General Guidance Manual.

National security

Information may be excluded from the public register on the grounds of national security. If it is considered that the inclusion of information on a public register is contrary to the interests of national security, the operator may apply to the Secretary of State/Welsh Ministers, specifying the information and indicating the apparent nature of risk to national security. The operator must inform the local authority of such an application, who will not include the information on the public register until the Secretary of State/Welsh Ministers has decided the matter.

Offences

Failure to comply with a Request for Information Notice is an offence under regulation 38(d) of the 2007 Regulations. A person guilty of an offence under this regulation could be liable under regulation 39 either on conviction in the Magistrates Court, to a fine not exceeding the statutory maximum (currently £5000); or on conviction in the Crown Court to an unlimited fine or imprisonment for a term not exceeding two years, or both.

Further Information Notice

Information Request ref:

[] Council
The Environmental Permitting (England and Wales) Regulations 2007
Schedule 5, paragraph 4

Further Information Notice

To [the operator at the address shown on application]

[] Council (“the Council”), in the exercise of the powers conferred upon it by paragraph 4 of Schedule 5 of the Environmental Permitting (England and Wales) Regulations 2007 (“the 2007 Regulations”) hereby requires you-

(a) to furnish the Council at the address set out below the information specified in the Schedule attached to this Notice (“the Schedule”), being information which the Council requires for the purpose of determining your application dated [];;

(b) to furnish that information [in writing / in electronic format compatible with XX system];

(c) to furnish that information by the date specified in the Schedule attached to this Notice.

[Council Address]

Signed on behalf of [] Council

..... Date.....
[position]

An authorised officer of the Council.

EP Permit ref:
 Information Request ref:

SCHEDULE (Example)

INFORMATION TO BE SUPPLIED TO THE COUNCIL	FORMAT OF THE SUBMISSION	DEADLINE FOR THE SUBMISSION
Details of the maximum amount of finished product proposed to be produced by the installation in any month		6 weeks from the date of this notice
Details of the schedule for regular servicing and maintenance of [equipment details] proposed to be installed in building xyz.		6 weeks from the date of this notice
A plan of the measures intended to be taken to mitigate the noise arising from xyz equipment.		6 weeks from the date of this notice

Signed on behalf of [] Council

.....
 [position]
 An authorised officer of the Council

Date.....

Guidance for operators receiving a Further Information Notice

(This guidance does not form part of the Further Information Notice, but it is for the guidance of those served with the notice. More guidance can be found in the PPC General Guidance Manual at

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>.)

Dealing with a Further Information Notice

The Council has accepted your application for a PPC permit as duly-made, but considers it requires further information in order to determine the application.

The [legal person/individual] named in this Notice is required to supply the information detailed in the Notice or attached Schedule within the timescale specified.

Confidentiality

An applicant may request certain information to remain confidential, ie not be placed on the public register. The applicant must request the exclusion from the public register of confidential information at the time of supply of the information requested by this notice or any other notice. The applicant should provide clear justification for each item wishing to be kept from the register. The onus is on the applicant to provide a clear justification for each item to be kept from the register.

The test of whether information is confidential for the purposes of being withheld from the public register is complex and is explained, together with the procedures, in chapter 8 of the PPC General Guidance Manual.

National security

Information may be excluded from the public register on the grounds of national security. If it is considered that the inclusion of information on a public register is contrary to the interests of national security, the applicant may apply to the Secretary of State/Welsh Ministers, specifying the information and indicating the apparent nature of risk to national security. The applicant must inform the local authority of such an application, who will not include the information on the public register until the Secretary of State/Welsh Ministers has decided the matter.

Failure to comply, and appeals

If an applicant fails to provide the information specified in a Further Information Notice by the deadline given, the local authority may serve a further notice on the applicant stating that the application is deemed to be withdrawn. The applicant is not entitled to the return of his/her application fee in such cases.

The applicant has 15 working days from the date the notice of deemed withdrawal is served within which to appeal under regulation 31(1)(c) against the deemed withdrawal.

Credit reference authorisation form

Specimen credit reference authorisation form

CREDIT REFERENCE AUTHORISATION FORM

Site:

Name of applicant:

Address of applicant:
.....
.....

I hereby authorise the Council to obtain a report as to the financial standing of the applicant named above, from a credit reference agency for the purposes of this [permit application] [insert other specified purpose].

..... [Signed]

..... [Position]

..... [Dated]

The information provided by the credit reference agency will be processed by the Council or persons acting on its behalf solely to assess financial health for the purpose of [your application] [insert other specified purpose]. It will not be part of the public register.

Temporary transfer authorisation letter

To [name of transferee]

ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2007 LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL

TEMPORARY TRANSFER OF PERMIT

Permit reference [] is hereby transferred from [hire company] to [customer company] for the period beginning on [date/time] and ending on [date/time]. The [customer company] is required to comply with all provisions of this permit during this period.

Note

The permit reverts to the hire company at the expiry of the hire period referred to in the above letter.

It is an offence under regulation 38(b) of the Environmental Permitting Regulations to contravene a permit condition when operating this mobile plant. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £20,000 or to imprisonment for a term not exceeding 6 months or both; or (ii) to an unlimited fine or imprisonment for a term not exceeding five years or both, depending on whether the matter is dealt with in a Magistrates or Crown Court. The Council's enforcement policy can be viewed at [].

signed [for and on behalf of { } Council]

date