

Application for yearly registration of polychlorinated biphenyl (PCB) holdings



The Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000

Please make sure you read through the guidance notes and the application form carefully before you fill the form in.

You will need:

- an up-to-date list of PCB contaminated equipment, including locations and National Grid references; and
- a copy of information used to register last year (if available).

Please make sure you fill in the declaration section on page 6. If you don't do this your application cannot be processed.

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1 Application details

1a Current reference number (if you have one)

EA/WMB00000 _____

1b What year are you registering for?

- 31 July 2015 to 30 July 2016
- 31 July 2016 to 30 July 2017
- 31 July 2017 to 30 July 2018
- 31 July 2018 to 30 July 2019
- 31 July 2019 to 30 July 2020
- 31 July 2020 to 30 July 2021

2 Authorised contact

2a Please give us details of the person we can phone or write to with questions about this registration

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position in company

Name of company

Address

Postcode _____

2 Authorised contact, continued

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

3 The applicant

3a Is the applicant an individual, a group of individuals (or partnership) or a company or corporate body?

Please speak to us if you are not sure.

Individual (sole trader)

Go to section 3b

Partnership

Go to sections 3c and 3d

Company or corporate body

Go to section 3e

Individuals

3b Please give us the following details

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Trading or business name (if there is one)

3 The applicant, continued

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

Now go to section 4 or 5 as appropriate.

Groups of individuals or partnerships

3c Who is registering as the holder?

We can only provide registration to named individuals. We need details of each person applying to be a registered holder. Continue on separate sheets if you need to.

Individual or partner 1

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Trading or business name (if there is one)

Address

Postcode _____

Email _____

Individual or partner 2

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Trading or business name (if there is one)

3 The applicant, continued

Address

Postcode _____

Email _____

Individual or partner 3

Title (Mr, Mrs, Miss and so on) _____
 First name _____
 Last name _____

Trading or business name (if there is one)

Address

Postcode _____

Email _____

3d Please give us details about the group of individuals or partnership

For applications from partnerships please provide written evidence, such as a deed of partnership.

Trading or business name of partnership (if there is one)

Address

Postcode _____

Contact numbers, including the area code

Phone _____
 Fax _____
 Mobile _____
 Email _____

Now go to section 4 or 5 as appropriate.

3 The applicant, continued

Companies or other corporate body applicants

3e Please give us the following details

For applications from companies please provide written evidence of registration.

Registered company

Other

Please give details

Full name of company or corporate body

Trading or business name (if different)

Registered office address

Postcode _____

Main office address (if different)

Postcode _____

Different contact name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Contact numbers, including the area code

Phone _____

Fax _____

Mobile _____

Email _____

Company registration number

4 Registering equipment

Equipment						Planning for disposing of or decontaminating equipment Tell us how and when you will dispose of items which contain PCBs to meet the requirements of the Stockholm Convention	
What equipment do you hold?	Your unique equipment reference number or serial number (for example, 12345/6)	Postal address where the equipment is sited	National Grid reference for the site (for example, SK 1234 5678)	Exact location of equipment or substances within the site	Approximate quantity of substance (kilogrammes)	What method will be used? Please write 'disposal', 'decontamination' or 'other'. If other, please specify.	Planned disposal or decontamination date. Please tell us the date you intend to dispose of or decontaminate the equipment or substance.

If you are not de-registering any holdings, go to section 6.

5 De-registering equipment

Equipment						Substance concentration (if known)		Method of disposal or decontamination			De-registering for other reasons
Type of equipment to be de-registered	Your unique equipment reference number or serial number (for example, 12345/6)	Postal address where the equipment is sited	National Grid reference for the site (for example, SK 1234 5678)	Exact location of equipment or substances within the site	Approximate quantity of substance (kilogrammes)	The substance concentration (ppm)	Proof of concentration provided (for example, lab reports)	Please say whether biological treatment, incineration, physiochemical treatment or permanent storage	Please give the date you disposed of or decontaminated the equipment or substance	Evidence of disposal or decontamination	Has the equipment been sold or moved? (You need to send extra information; see guidance notes in Part 2: Further information)

6 The Data Protection Act 1998

We, the Environment Agency, will process the information you provide so that we can:

- deal with your application;
- make sure you keep to the conditions of the licence, permit or registration;
- process renewals; and
- keep the public registers up to date.

We may also process or release the information to:

- offer you documents or services relating to environmental matters;
- consult the public, public organisations and other organisations (for example, the Health and Safety Executive, local authorities, the emergency services, the Department for Environment, Food and Rural Affairs) on environmental issues;
- carry out research and development work on environmental issues;
- provide information from the public register to anyone who asks;
- prevent anyone from breaking environmental law, investigate cases where environmental law may have been broken, and take any action that is needed;
- assess whether customers are satisfied with our service, and to improve our service; and
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows).

We may pass the information on to our agents or representatives to do these things for us.

7 Disclosure

7a Confidential information

If you want to withhold any details of your registration from the public, please use a separate sheet to say:

- which information you want to withhold; and
- why you want to withhold it.

If we decide that the information is not confidential:

- we will write to you to let you know within 21 days; and
- you have a period of 21 days to appeal before we enter the information onto the public register (and release it through our website).

7b National security

Is there any information in the registration that you believe should be restricted for national security reasons?

No

Yes Please enclose a copy of any direction from, or a request which you have made to the Secretary of State (in England) or Welsh Ministers (in Wales).

8 Checklist

8a Payment

Method of payment (please tick)

Cheque (included)
Please make the cheque payable to 'Environment Agency'

BACS

Credit card payment (by phone)

Please say when you intend to make the BACS or credit card payment

Date (DD/MM/YYYY)

8b Extra information

Tick the relevant boxes to show what you have included with your application.

Oil sample test results

Consignment note

Proof of sale

Other evidence for de-registration of equipment (see guidance notes)

Separate sheets

Please state number of sheets

9 Declaration

If you make a statement that is false or misleading you may be committing an offence under The Environmental Protection (Disposal of Polychlorinated Biphenyls and other Dangerous Substances) (England and Wales) Regulations 2000.

I declare that as far as I know and believe the information in this application is true. I understand that this application may be refused, or approval withdrawn, if I give false or incomplete information.

Tick this box to confirm that you understand and agree with the declaration above.

Name

Title (Mr, Mrs, Miss and so on) _____

First name _____

Last name _____

Position

Today's date (DD/MM/YYYY)

10 Your application and how to contact us

Once you have filled in the form, please email it to PCB-enquiries@environment-agency.gov.uk, or send it to:

Waste and Industry Regulatory Service
Environment Agency
Quadrant 2
99 Parkway
Sheffield
S9 4WF.

If you need help filling in this form, contact the person who sent it to you or contact us as shown below.

National Customer Contact Centre: 03708 506 506
(Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: PCB-enquiries@environment-agency.gov.uk

Website: www.gov.uk/environment-agency

If you are happy with our service, please tell us as it helps us to continue good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can contact you more easily.



For Environment Agency use only

Application reference number

Date received (DD/MM/YYYY)

Fee received

No

Yes Amount received

£ _____