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# Application for a Part A(2) permit

## Environmental Permitting (England and Wales) Regulations 2010

### Introduction

#### **When to use this form**

If you are sending an application to a Local Authority under the [Environmental Permitting \(England and Wales\) Regulations 2010](#) and the installation requires an integrated pollution control permit (known as “Part A(2)” installations).

#### **Before you fill in this form**

Do please read relevant parts of the Defra [general guidance manual](#). Chapter 4 is about making an application, Chapter 6 is about how permits are decided, and Chapter 12 gives the meaning of Best Available Techniques (BAT). Other chapters introduce the Regulations and give information about various issues.

You also need to read the relevant [sector guidance note](#) to see what standards and requirements are likely to be expected of your installation.

#### **Pre-application discussions**

It is usually sensible to talk to one of our pollution control officers before you complete and submit the application. Contact [ ]

#### **Which parts of the form to fill in**

Please fill in as much of it as possible and enclose the appropriate fee. Then send it to:

*\*Insert local authority address\**

#### **Other documents you may need to submit**

You will need to send us various other documents. The application form tells you which ones. It will be simplest for all concerned if you give a reference number for each document and record it on both this form and on the document itself. Please use any existing documents where you can and they are suitable.

#### **Using continuation sheets**

Feel free to use a continuation sheet, but you need to clearly identify where you have done so.

#### **Copies - not relevant for e-applications**

If you are submitting a paper application, please send the original and [ ] copies of the form and all other supporting material, for consultation purposes.

**LA-IPPC application form: to be completed by the operator**

<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**A     The basics**

**A1     Name and address of the installation**

Postcode	Telephone
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**A2     Details of any existing environmental permit or consent** *(for waste operations, please include planning permission for the site, including established use certificates, a certificate of lawful existing use, or why the General Permitted Development Order)*

Reference no.	Issuing regulator	Type of permit

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

Name	
Trading name, if different	
Registered office address	
Principal office address, if different	

Company registration number

**A4 Any holding company?**

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

No  Yes

Name

Trading name, if different

Registered office address

Principal office address, if different

Company registration number

**A5 Who can we contact about your application?**

Name + position

Tel

Email

**B The installation**

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

Main activities

Section in Schedule 1 to the EP Regulations


Directly-associated activities	Schedule 1 references (if any)

**B2 Why is the application being made?**

- new installation
- change to existing installation means it now needs a permit

**B3 Site maps**

Please provide:-

- A location map showing with a red line round the boundary of the installation  
Doc reference \_\_\_\_\_
- A site plan or plans showing where all the relevant activities are on site, including storage areas, emission/discharge points, and site drainage  
Doc reference \_\_\_\_\_

**C The details**

**C1 How will the installation operate?**

Doc reference: \_\_\_\_\_

**C2 Releases, techniques and monitoring?**

What pollutants (including odour) and how much are expected to be released to air, water or land? Please say which stage of the process each release will come from and also whether from a particular chimney, vent, pipe or other source (diffuse or fugitive). Please include releases during starting and shutting down the plant, and from possible breakdowns or accidents identified by a risk assessment. *(Using process flow diagrams may help to simplify this.)*

What techniques will be used to minimise each release in line with BAT? What monitoring has been undertaken (give results) and what monitoring is proposed?

Doc Reference: \_\_\_\_\_

### **C3 Groundwater discharges?**

What discharges will there be of List I or List II substances? How will the Groundwater Regulations be complied with?

Doc Reference: \_\_\_\_\_

### **C4 Raw materials, water etc?**

What raw and auxiliary materials, other substances and water do you propose to use?

Doc Reference: \_\_\_\_\_

### **C5 Waste?**

What sorts and amounts of waste will be produced by the activities? What steps will be taken to comply with the revised Waste Framework Directive hierarchy (*prevention, preparation for re-use, recycling, other recovery, disposal*).

Doc Reference: \_\_\_\_\_

### **C6 Energy?**

How much energy will be consumed and generated? Please identify each source and end use, and proposed measures to improve energy efficiency? Please list any climate change or carbon emission measure signed up to.

Doc Reference: \_\_\_\_\_

### **C7 Noise and vibration?**

What are the main sources of environmental noise and vibration, where are the nearest noise-sensitive receptors, and what techniques will be used to minimise noise and vibration in line with BAT? Please provide data from any noise surveys.

Doc Reference: \_\_\_\_\_

### **C8 Site report?**

Please provide a site report in line with Chapter 18 of the [general guidance manual](#).

Doc Reference: \_\_\_\_\_

### **C9 How will the installation be returned to a satisfactory state?**

What measures are proposed 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?

Doc Reference: \_\_\_\_\_

### **C10 Environmental management?**

What environmental management procedures and policy will you deploy?

Doc Reference: \_\_\_\_\_

### **C11 Impact on the environment?**

- a) what are the potential significant local environmental effects (including nuisance) of the foreseeable releases?
- b) is the installation likely to have a significant effect on sites of special scientific interest (SSSIs) or European protected sites and, if it is, what are the implications for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the [general guidance manual](#) )
- c) has an environmental impact assessment been carried out for the installation under planning legislation or for any other purpose. If so, please provide a copy

Doc Reference: \_\_\_\_\_

## **D Non-technical summary**

Please provide a non-technical summary of the information required above.

Doc Reference: \_\_\_\_\_

## **E Anything else?**

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

*Doc Reference* \_\_\_\_\_

## **F Application fee**

You must enclose the [relevant fee](#) with your application. If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.

## **G**     **Protection of information**

### **G1**     **Any confidential or national security info in your application?**

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. [General guidance manual](#) chapter 8 advises on what may be excluded. (*Don't include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.*)

Doc Reference \_\_\_\_\_

### **G2**     **Please note: data protection**

The information you give will be used by the Council to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.

### **G3**     **Please note: it is an offence to provide false etc information**

It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else), to:

- make a false statement which you know to be false or misleading in a material particular,
- recklessly make a statement which is false or misleading in a material particular
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

If you make a false statement

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

**H     Declarations A and B for signing, please**

*These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.*

**Declaration A:** I/We certify

EITHER- 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 \_\_\_\_\_

**Declaration B:** I/We certify that the information in this application is correct. I/We apply for a permit in respect of the particulars described in this application (including the listed supporting documentation) I/we have supplied. *(Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.)*

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

## 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 2010**

### 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 2010 ("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 May 2011. 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 [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

#### **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
<b>Box A</b> Activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box B</b> Directly associated activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box A(i)</b> Activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box B(i)</b> 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 2010**

### 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 2010 ("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 May 2011. 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 [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

#### **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
<b>Box A</b> Activities to remain be retained by the original operator in the Stationary Technical Unit	Schedule 1 References
<b>Box B</b> Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Schedule 1 References
<b>Box A(i)</b> Activities proposed to be transfer to the proposed transferee	Schedule 1 References
<b>Box B(i)</b> 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)<sup>++</sup>

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.*

*<sup>+</sup> Also see paragraphs 25.15-25.20 of Part A of the General [Guidance Manual](#) in cases where transfer is due to the death of a sole operator or the current operator cannot be found*

### 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 2010**

### 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 May 2011. 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 [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

#### **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**

<b>COLUMN 1</b>	<b>COLUMN 2</b>
<b>Box A</b> Activities in the Stationary Technical Unit	Schedule 1 References
<b>Box A(i)</b> Proposed new activities in the Stationary Technical Unit	Schedule 1 References
<b>Box B</b> Directly associated activities	Schedule 1 References
<b>Box B(i)</b> 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.*

# Application for a Part B permit

## Environmental Permitting (England and Wales) Regulations 2010

### Introduction

#### **When to use this form**

If you are sending an application to a Local Authority under the [Environmental Permitting \(England and Wales\) Regulations 2010](#) and the installation requires an air pollution control permit (known as “Part B” installations).

#### **Before you fill in this form**

Do please read relevant parts of the Defra [general guidance manual](#). Chapter 4 is about making an application, Chapter 7 is about how permits are decided, and Chapter 12 gives the meaning of Best Available Techniques (BAT). Other chapters introduce the Regulations and give information about various issues.

You also need to read the relevant [process guidance note](#) to see what standards and requirements are likely to be expected of your installation.

#### **Pre-application discussions**

It is usually sensible to talk to one of our pollution control officers before you complete and submit the application. Contact [ ]

#### **Which parts of the form to fill in**

Please fill in as much of it as possible and enclose the appropriate fee. Then send it to:

*\*Insert local authority address\**

#### **Other documents you may need to submit**

You will need to send us various other documents. The application form tells you which ones. It will be simplest for all concerned if you give a reference number for each document and record it on both this form and on the document itself. Please use any existing documents where you can and they are suitable.

#### **Using continuation sheets**

Feel free to use a continuation sheet, but you need to clearly identify where you have done so.

#### **Copies - not relevant for e-applications**

If you are submitting a paper application, please send the original and [ ] copies of the form and all other supporting material, for consultation purposes.

**LAPPC application form: to be completed by the operator**

<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**A     The basics**

**A1     Name and address of the installation**

Postcode	Telephone
----------	-----------

**A2     Details of any existing environmental permit or consent** *(for waste operations, please include planning permission for the site, including established use certificates, a certificate of lawful existing use, or why the General Permitted Development Order)*

Reference no.	Issuing regulator	Type of permit

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

Name
Trading name, if different
Registered office address
Principal office address, if different

Company registration number

**A4 Any holding company?**

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

No  Yes

Name

Trading name, if different

Registered office address

Principal office address, if different

Company registration number

**A5 Who can we contact about your application?**

Name + position

Tel

Email

**B The installation**

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

Main activities

Section in Schedule 1 to the EP Regulations


Directly-associated activities (including waste operations)	Schedule 1 references (if any)

**B2 Why is the application being made?**

- new installation
- change to existing installation means it now needs a permit

**B3 Site maps**

Please provide:-

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

Doc reference \_\_\_\_\_

- A site plan or plans showing where all the relevant activities are on site, including storage areas, emission/discharge points, and any directly associated waste operations

Doc reference \_\_\_\_\_

**C The details**

**C1 How will the installation operate?**

Doc reference: \_\_\_\_\_

**C2 Emissions, techniques and monitoring?**

What pollutants (including odour) and how much are expected to be emitted into the atmosphere? Please say which stage of the process each emission will come from and also whether from a particular chimney, vent or other source (fugitive). Please include emissions during starting and shutting down the plant, and from possible breakdowns or accidents identified by a risk assessment. *(Using process flow diagrams may help to simplify this.)*

What techniques will be used to minimise each emission in line with BAT? What monitoring has been undertaken (give results) and what monitoring is proposed?

Doc Reference: \_\_\_\_\_

### **C3 Environmental management?**

What environmental management procedures and policy will you deploy?

Doc Reference: \_\_\_\_\_

### **C4 Impact on the environment?**

- a) what are the potential significant local environmental effects (including nuisance) of the foreseeable emissions?
- b) are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation:
- 2km - where the installation includes Part B combustion, incineration (not cremation), iron and steel, or non-ferrous metal activities
  - 1km - where the installation involves mineral or cement and lime activities
  - ½ km - in all other cases?

No  Yes

- c) if “yes”, is the installation likely to have a significant effect on these sites and, if so, what are the implications for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the [general guidance manual](#) )
- d) has an environmental impact assessment been carried out for the installation under planning legislation or for any other purpose. If so, please provide a copy

Doc Reference: \_\_\_\_\_

### **D Anything else?**

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

Doc Reference \_\_\_\_\_

### **E Application fee**

You must enclose the [relevant fee](#) with your application. If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.

## **F**     **Protection of information**

### **G1**     **Any confidential or national security info in your application?**

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. [General guidance manual](#) chapter 8 advises on what may be excluded. (*Don't include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.*)

Doc Reference \_\_\_\_\_

### **G2**     **Please note: data protection**

The information you give will be used by the Council to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:

- consult with the public, public bodies and other organisations,
- carry out statistical analysis, research and development on environmental issues,
- provide public register information to enquirers,
- make sure you keep to the conditions of your permit and deal with any matters relating to your permit
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- offer you documents or services relating to environmental matters,
- respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows)
- assess customer service satisfaction and improve our service.

We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.

### **G3**     **Please note: it is an offence to provide false etc information**

It is an offence under regulation 38 of the EP Regulations, for the purpose of obtaining a permit (for yourself or anyone else), to:

- make a false statement which you know to be false or misleading in a material particular,
- recklessly make a statement which is false or misleading in a material particular
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

If you make a false statement

- we may prosecute you, and

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

## H Declarations A and B for signing, please

*These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.*

**Declaration A:** I/We certify

EITHER- 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 \_\_\_\_\_

**Declaration B:** I/We certify that the information in this application is correct. I/We apply for a permit in respect of the particulars described in this application (including the listed supporting documentation) I/we have supplied. *(Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.)*

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

## 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 2010**

#### 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**

<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**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

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

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

**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

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

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

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\*
- R61 - May cause harm to the unborn child\*.

\*H340, H350, H350i, H360D or H360F under the Globally Harmonised System of Classification and Labelling of Chemicals [http://ec.europa.eu/enterprise/sectors/chemicals/files/ghs/ghs\\_comparison\\_classifications\\_dec07\\_en.pdf](http://ec.europa.eu/enterprise/sectors/chemicals/files/ghs/ghs_comparison_classifications_dec07_en.pdf)

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 2010

#### 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 1 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**

<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**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

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

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

**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

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

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

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 2010

#### 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 1 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**

<b>For Local Authority use</b>		
<b>Application reference</b>	<b>Officer reference</b>	<b>Date received</b>

**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

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

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

**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

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

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

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 <sup>3</sup>				
	<100	100-500	501-1000	1001-3500	>3500
	<100	100-500	501-1000	1001-3500	>3500
	<100	100-500	501-1000	1000-3500	>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 2010

### 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

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

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

### 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

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

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

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 stacks<sup>1</sup>

- 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

---

<sup>1</sup> 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 2010

#### 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 2010 ("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 May 2011. 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 [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

#### **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**

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



### **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 2010**

### 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 2010 ("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 May 2011. 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 [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

#### **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
<b>Box A</b> Activities to remain be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box B</b> Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box A(i)</b> Activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations
<b>Box B(i)</b> 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.*

*+Also see paragraphs 25.15-25.20 of Part A of the [General Guidance Manual](#) in cases where transfer is due to the death of a sole operator or the current operator cannot be found*

### **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 2010

### 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

.....

.....

.....

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

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 2010**

### 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 May 2011. 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 [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

#### **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
<b>Box A</b> Activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box A(i)</b> Proposed new activities in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box B</b> Directly associated activities	Section in Schedule 1 of the EP Regulations
<b>Box B(i)</b> 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

- 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).

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 and declarations,  
consultation letters, credit reference  
authorisation form, basic EMS  
framework, and proforma leaflet for  
business employees**

## 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 2010  
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 2010, SI 2010/675  
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.....](http://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 2010**

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.....](http://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 2010,  
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 2010<sup>1</sup> (“the 2010 Regulations”) hereby gives you notice as follows-

The Council has decided to vary the conditions of permit reference [ ] granted under regulation 13(1) of the 2010 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 2010 Regulations [and/or section 41 of the Environment Act 1995 *for LA-IPPC only where there are separate charges in relation to water discharges*<sup>2</sup>].

Signed on behalf of [ ] Council

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

An authorised officer of the Council

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<sup>1</sup> SIXXX

<sup>2</sup> 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](#).

### 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(2) of the 2010 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £50,000 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 2010 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 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 2010 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 2010 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 2010,  
[Regulation 37] [Regulation 65(5)]**

### 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 2010 (“the 2010 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(4) 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(4) 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

.....

Date.....

[position]

An authorised officer of the Council



## **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](#).)

### 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(3) of the 2010 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(2)(f) of the 2010 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 2010 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 2010 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(3) of the 2010 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £50,000 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 2010 Regulations, the Council may in certain cases take proceedings in the High Court for the purpose of securing compliance with the suspension notice.

# Suspension Notice for non-payment of subsistence charges

EP Permit ref:

Suspension ref:

[ ] Council  
**The Environmental Permitting (England and Wales) Regulations 2010,  
Regulation 37 and 65(5)**

## Suspension Notice

To [the operator at the address shown on permit]

Under regulation 65 of the Environmental Permitting (England and Wales) Regulations 2010 (“the 2010 Regulations”), we may suspend your environmental permit if you have failed to pay the annual subsistence charge for the permit.

The subsistence charge specified in the scheme for this permit for the period [ ] has not been paid so the [ ] Council has decided to [partially] suspend this permit.

The sum of [£ ] payable by you for this permit should be paid by [new date]. [If payment is not made within this period, the Council will consider what further action to take, which may include revocation.]

[The extent to which this permit is suspended is specified in Schedule 1 to this notice.]

The suspension remains in force until we notify you otherwise in writing.

Signed on behalf of [ ] Council

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

**[Schedule 1 (Example)]**

EP Permit ref:  
Suspension ref:

This permit is partially suspended to the extent detailed in the table below .

Activities within the installation for which the permit is suspended
The permit to operate the lead glass activity housed within area x. marked on plan xyz is suspended.

Signed on behalf of [ ] Council

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

## 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](#).)

### Dealing with a Suspension Notice

This Notice requires you to pay an outstanding charge for the subsistence of your Local Authority Pollution Control permit.

Failure to comply with the terms of this Notice is an offence under regulation 38(3) of the 2010 Regulations.

Operation of the permit relating to this installation has been suspended, either wholly or in part as detailed in the Notice until the amount has been paid and the Notice is withdrawn. 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(2)(f) of the 2010 Regulations operators have the right of appeal against a suspension notice.

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 2010 Regulations):

- written notice of the appeal
- a statement of the grounds of appeal;
- a copy of the relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator concerning payment of the subsistence fees for the year in question;
- 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 2010 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(3) of the 2010 Regulations. A person guilty of an offence under this regulation could be liable to (i) a fine of up to £50,000 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 the Magistrates or Crown Court.

## Revocation Notice

EP Permit ref:

Revocation ref:

[ ] Council  
The Environmental Permitting (England and Wales) Regulations 2010,  
[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 2010 (“the 2010 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 2010 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
Condition 2.1 Emissions from stack 2 detailed on plan xyz shall at no time exceed 100 mg/m <sup>3</sup> of particulate matter.  Contravention: Monitoring results, for the period January to June 2010, submitted on 1 <sup>st</sup> August 2010 showed persistent levels of between 160 mg/m <sup>3</sup> and 210 mg/m <sup>3</sup> with a peak level of 250 mg/m <sup>3</sup> , which are a continuation of similar results received for the previous twelve months.	January-June 2010

**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
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.	1 <sup>st</sup> May 2010

### 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 <sup>st</sup> May 2010
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 <sup>st</sup> August 2010

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](#).

### 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(2)(f) of the 2010 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 2010 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 2010 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) of the 2010 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 £50,000 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 2010  
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(1) and (2) of the Environmental Permitting (England and Wales) Regulations 2010 (“the 2010 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.



## **Guidance for those 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](#)

### 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 2010.

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

The person receiving the request may ask for certain information to remain confidential, ie not be placed on the public register. Asking for the exclusion from the public register of confidential information must be done at the time of supply of the information requested by this notice or any other notice. Clear justification must be given for each item wishing to be kept from the register. The onus is on the person asking 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 person served with the Request for Information Notice may apply to the Secretary of State/Welsh Ministers, specifying the information and indicating the apparent nature of risk to national security. If such an application is made, the local authority must be informed and they will not include the information on the public register until the Secretary of State/Welsh Ministers have decided the matter.

### Offences

Failure to comply with a Request for Information Notice is an offence under regulation 38(4) of the 2010 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 2010**  
**Schedule 5, paragraph 4**

### Further Information Notice

To [ the legal person from whom information is requested at {insert address}/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 2010 (“the 2010 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](#).)

### 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(2)(d) 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.

## Fixed-term transfer authorisation letter

To [name of transferee]

### **ENVIRONMENTAL PERMITTING (ENGLAND AND WALES) REGULATIONS 2010 LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL**

#### **FIXED-TERM 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(2) 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 £50,000 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 .....

# DECLARATION OF REDUCED OPERATION

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

### Introduction

#### When to use this form

If your installation is for a period of not less than 12 months

- a) being mothballed<sup>3</sup>, or
- b) temporarily operating (or is going to operate) at reduced capacity, below the threshold requiring a permit,

you can use this form to declare that this is the case and may be eligible for reduced annual subsistence charges. This is an alternative to surrendering your permit and having to make a new application if production increases or restarts.

#### Restrictions

Eligibility for reduced charges is limited to a 24-month period from the date of the Council's letter of acceptance and is dependent on your local authority regulator being satisfied that paragraphs a) or b) above are satisfied.

#### Next steps

When responding to this declaration, your local authority regulator may either

- i) write to you confirming reduced charges. In doing so it will explain what you have to do if circumstances change, and may also vary your permit to require you to provide information to them; or
- ii) ask you for more information which shows the basis of your declaration.

#### 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.

---

<sup>3</sup> ie Its activity will temporarily cease to be carried on but the equipment necessary to carry on that activity is maintained to ensure that operation may be restored at a future date

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

1. Name of the installation and operator

2. Permit reference

3. Name and contact details of person completing this form.

4. I/We hereby declare that the activity by the operator at the permitted installation (see 1 above) meets the qualifying criteria for reduced quarterly / annual subsistence charges in that it is:

EITHER

a) being mothballed for a period of not less than 12 months; or

OR

b) temporarily being carried on (or will be carried on from \_\_\_\_\_ [date]) at below the threshold requiring a permit for a period of not less than 12 months.

Signature of current operator(s). *Please note that each individual operator must sign the declaration themselves, even if an agent is acting on their behalf.*

5. I/We certify that the information in this declaration is correct.

Signature\_\_\_\_\_ Signature\_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_ Position \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE:-

### **Data Protection**

We will use the information you have provided to consider whether to agree to reduced annual subsistence charges.

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
- comply with the law.

We may pass on the information to agents/ representatives who we ask to do any of these things on our behalf.

### **Offences**

It is an offence under regulation 38 of the EP Regulations, for specified purposes to:

- make a false statement which you know to be false or misleading in a material particular; or
- 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 REQUIRED:-**

### **Commercial confidentiality**

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

If "yes" please state why \_\_\_\_\_  
\_\_\_\_\_

National security

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

If "yes", please do not write anything about this information on the form. Please provide full details on separate sheets, plus a copy of the application form to the Secretary of State/Welsh Ministers for a Direction

## An example framework for a basic EMS

### Introduction

The risk assessment for your pollution permit depends partly on how well you maintain and manage your process. Also important is how you monitor this and keep records. A lower risk assessment means you will save money by paying lower annual charges.

One part of this is whether an “appropriate” environmental management system (EMS) is in place\*. This document gives you a framework for a basic EMS.

### What is a basic EMS?

A basic EMS sets out how your company takes account of the environment in the way it operates. The important part is to take actions which reduce your company's impact on the environment. You may find that some of the actions help save you money as well.

An EMS needs to be reviewed regularly, probably once a year, and kept up-to-date.

### What does this document tell you?

You need to write down the key parts of your EMS for two reasons. First, if it is written down, all your staff can see and follow it. Second, your local authority regulator can see what arrangements are in place.

This document suggests what an EMS can contain. But there is no single way of writing an EMS. Each one will depend on the type of business and how it is run. It suggests you split your EMS into two parts. First, have a policy statement which sets out your overall aim. It can also briefly say what are the main actions you are going to take, and who is the manager responsible for ensuring it all happens. The second part can include documents which will enable you to keep an eye on your environmental impacts and try to reduce them: such as monitoring your electricity and water use.

### What to do next

We suggest you take a folder or lever arch binder, insert this document and then start to fill it with the documents mentioned on the following pages. Alternatively, keep all the papers on your computer, as long as relevant staff can access it.

### A formal EMS

Please note that Defra's general advice is that businesses will gain more assurance from formal, accredited and certified standards such as BS8555. More information about these standards is available from paragraphs 11.5-11.13 in Part A of the [PPC General Guidance Manual](#).

\*the local air pollution control system only regulates emissions into the air. An EMS which extends beyond the control of air emissions cannot be enforced under the regulations.

# ENVIRONMENTAL MANAGEMENT POLICY STATEMENT

Company name /logo

for  
Pollution Prevention and Control Act 1999  
Environmental Permitting Regulations 2010

Permit Number PPC/-----

***We will operate in a way which reduces the impact of our company's activities on the environment. We will ask all staff to take this into account in the work they do, and invite staff suggestions on how to achieve more reductions.***

***We will in particular do the following:***

- ***ensure that both management and relevant staff are aware of all legal responsibilities in relation to the environment, including compliance with our Part B permit***
- ***hold [quarterly] meetings with all relevant staff to remind them of the policy and discuss action to maintain and improve our environmental performance***
- ***keep a record of the resources we use (energy, water, packaging, etc) and the waste we produce, and try to reduce it.***

Signature of manager responsible for this statement

.....

# Environmental Management System

## List of documents relevant to environmental performance of the .....[name of company ]

The main documents held on this file are listed below. [The table below gives an indicative list: the actual list may be different for different companies]

**Completed by** ..... **Date** .....

Documentation	Held By	Location
Permit to operate		
Documents required to be kept by the permit conditions, including any log book		
Letters or reports following inspection		
Risk rating sheet		
Copy of relevant Process Guidance Notes		
Staff procedures or instructions to ensure the permit is complied with		
Complaints from local residents over the past 2 years and steps taken as a result		
Site drainage drawings or plans		
Drawings or relevant plans e.g. site plans, interceptors, boiler house etc		
Discharge consents		
Copy of duty of care documents (consignment notes, transfer notes etc)		
Waste contractors carriers licence (EA number)		
Amount of raw materials used, including packaging		
Amount of waste produced, and how much sent for re-use, recycling or disposal		
Procedures to deal with emergencies which could affect the environment		
Maintenance Schedules and Records		
Statement of Sulphur Content of Gas Oil		
Add any other documentation that you think will be useful or relevant to your business		
Staff suggestions for environmental improvements		

## Initial review: utilities and waste

Completed by ..... Date .....

Use your monthly or quarterly invoices to obtain the most recent 12 months consumption and cost data. If you have more than one supplier of electricity, gas, water, etc add these up to give a total figure.

### 1 Electricity

Annual consumption:

Unit cost: pence/kWh (you may have more than one tariff)

Annual cost: £

Major uses:

### 2 Gas

Annual consumption:

Unit cost: pence/kWh (you may have more than one tariff)

Annual cost: £

Major uses:

**3 Mains water.** Include the cost of disposing of the water to sewer (as domestic wastewater (sewerage charge) and process wastewater (trade effluent)) as well as the cost of incoming water supply. Both costs are shown on your water bill.

Annual consumption: m<sup>3</sup>

Cost of water supply: pence/m<sup>3</sup>

Cost of sewerage pence/m<sup>3</sup>

Cost of trade effluent pence/m<sup>3</sup>

Annual cost water in (£)

sewerage/effluent out (£)

Total (£)

Major uses:

## Initial Review: Utilities

### 4 Fuel Oil

Annual consumption: litres or gallons (delete as appropriate)

Unit cost: pence/litre or pence/gallon (delete as appropriate)

Annual cost: £

Major uses:

Total annual cost

### 5 Vehicle Fuels

Include different types of fuel (e.g. petrol, oil and LPG) used for vehicles including forklift trucks and all cars/commercial vehicles.

Fuel Amount	Unit cost per item produced	Total annual cost
-------------	-----------------------------	-------------------

### 6 What steps are taken to reduce utility consumption and waste production?

Energy:

Water:

Fuel oil:

Vehicle fuels:

Waste:

### 7 Are heating and other combustion equipment regularly maintained/service?

Heating: date of last maintenance/service

Other combustion equipment: date of last maintenance/service

# Knowing about regulating pollution where you work

*Insert local photo*



*Insert Council logo*



## Regulating pollution

The place where you work is regulated under the Environmental Permitting Regulations. This is to reduce any pollution the factory or other sort of premises may cause and, in particular, to help improve air quality.

By complying with the regulations, your factory/premises will be reducing its environmental impact.

## How it is done

The place where you work – we'll call it a factory - needs a permit to operate. The permit will include conditions. They will say how the factory must be run to minimise pollution.

The Government has published guidance for each type of factory. This says what are likely to be the right pollution standards. Under the law, the standards must strike a balance between protecting the environment and the cost of doing so.

[ ] Council is responsible for regulating the factory. This means that from time to time an officer from the Council's environmental services department will

visit to check the regulations are being complied with.

The Council must by law have regard to the Government's guidance. The guidance can be found on the internet at <http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/>

The Council must also consider local circumstances.

## If all goes well

The Council rates the factory as high, medium or low risk. This is based on two things. First, what the environmental impact would be if something went wrong. Second, how reliably and effectively the permit conditions are complied with.

If a factory is rated low risk, the Council charges less for it to be regulated. Also it means that the environment is being more reliably protected (although sometimes factories can't reduce their risk level because of the type of work that is done, however well it is managed).

## If things go wrong

The Council has powers if a business doesn't comply with its permit or operates without one.

It can serve various sorts of legal notice or take the business to Court. But the preference is to work with businesses to solve problems, only using tough measures as a last resort. Council officers often try to advise on money-saving ways to lower pollution.

### What can employees do?

Everyone in a factory can have a role in helping to make sure the permit is reliably complied with, and to minimise the environmental impact of the factory.

This may just be by following instructions on how to comply with permit conditions. Or it may be keeping an eye open for possible problems. Or it could be suggesting ways of improving the factory's environmental performance. And don't forget that ideas for improvements could also save the business some money, such as by reducing waste.

## Being sustainable

Saving energy, using less water, reducing waste and other similar actions are referred to as "sustainable consumption and production". Another term is "resource efficiency": doing the same thing but using fewer raw materials.

According to Government figures:

- ❑ £6.4 billion a year could be saved by UK businesses just by firms taking resource efficiency measures that cost little or nothing (2007 data)
- ❑ 2% of annual profit is lost through inefficient management of energy, water and waste
- ❑ 4% of turnover is spent on waste.

### Want to know more?

For the legal side, the law is in the Environmental Permitting (England and Wales) Regulations 2010. The Regulations also implement some European Community Directives.

If you want more information about the procedures you will need to read bits of the General Guidance Manual which can

been seen at

<http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/>

There is all sorts of information and contacts about resource efficiency from Wrap <http://www.wrap.org.uk/> 01295 819 900.

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[ ] Council can be contacted at:

[*Council contact details*]

Defra is the Government Department responsible for the system in England. Contact [helpline@defra.gsi.gov.uk](mailto:helpline@defra.gsi.gov.uk) or telephone 08459 33 55 77.

