



APPLICATION FORM FOR A PART B PERMIT TO OPERATE A VEHICLE REFINISHING INSTALLATION

LOCAL AUTHORITY POLLUTION PREVENTION AND CONTROL

Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2016

INTRODUCTION

WHEN TO USE THIS FORM

This regime is known as Local Authority Pollution Prevention and Control (LAPPC). Installations permitted under this regime are known as B installations. Use this form if you are applying to a Local Authority for a permit to operate a vehicle refinishing installation as defined in Environmental Permitting Regulations (England and Wales) Regulations 2016 ("the EP Regulations").

BEFORE YOU START TO FILL IN THIS FORM

Please read the DEFRA general guidance manual issued for LA-IPPC and LAPPC. 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 as relevant. The Environmental Permitting (England and Wales) Regulations 2016 can be obtained from the Stationary Office, or viewed on their website at:
http://www.legislation.gov.uk/ukxi/2016/1154/pdfs/ukxi_20161154_en.pdf

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 please send the original form and all other supporting material to:

Chelmsford City Council
Public Health & Protection Services
Civic Centre
Duke Street,
Chelmsford,
Essex
CM1 1JE

Tel: 01245 606800
Email: envpermits@chelmsford.gov.uk

INTRODUCTION

OTHER DOCUMENTS YOU MAY NEED TO SUBMIT

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

USING CONTINUATION SHEETS

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

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.

For Local Authority Use		
Application Reference:	Officer Reference:	Date Received:

A1 NAME OF THE INSTALLATION

A2 PLEASE GIVE THE ADDRESS OF THE SITE OF THE INSTALLATION

Postcode: _____ Telephone: _____

The Ordnance Survey national grid reference (8 characters).
(For example SJ 123 456 - can be obtained from one the on-line mapping sites, which will convert a post code to a grid reference).

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A3 EXISTING PERMITS

Please give details of any existing Environmental Permits for the installation, including reference number(s). *(For waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies)*

Reference Number	Issuing Regulator	Type of Permit

A4 THE OPERATOR

Please provide the information requested below about the "Operator", which means the person who it is proposed will have control over the installation in accordance with the permit (if granted).

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:

A5 HOLDING COMPANIES

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 the details of the ultimate holding company.

Yes No

Name of the ultimate holding company:

Registered office address:

Postcode: _____

Principal office address (if different):

Postcode: _____

Company registration number:

A6 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 could be an agent or consultant rather than the operator.

Name: _____

Position: _____

Address: _____

Postcode: _____

Telephone Number: _____

Email Address: _____

B 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 EPR Regulations are met.

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

Document Reference Number: _____

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

Atmospheric emissions should be categorised under the following:

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

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

(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. e.g. Grams per hour, tonnes per year)

B3 For each emission identified from the installations" activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated.

Document Reference Number: _____

B4 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.

Document Reference Number: _____

B5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc.). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Document Reference Number: _____

B6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Document Reference Number: _____

B7 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

B8 Supply a description of the location and methods of storage of organic solvent containing materials.

Document Reference Number: _____

B9 Supply certification of spray booth performance.

Document Reference Number: _____

B10 Are VOC emitting stacks¹ at least 3m above the roof ridge height of buildings within 15 m of the stack?

Yes No

If "no", please provide a written plan for the construction, operation and maintenance of stacks emitting VOCs.

Document Reference Number: _____

B11 Provide details how the mass of VOC emitted and of paint solids used will be determined and recorded.

Document Reference Number: _____

B12 Provide a written plan for the maintenance, inspection and replacement of extract air filters of the spray booth and abrasive blasting equipment plant.

Document Reference Number: _____

B13 Provide a written plan for measuring particulate emissions from abrasive blasting equipment, using manual extractive testing methods.

Document Reference Number: _____

B14 Provide a written plan for control of VOC emissions from spray gun testing and sprayout following cleaning.

Document Reference Number: _____

B15 Provide a written plan for the control of VOC emissions from spray gun and equipment cleaning.

Document Reference Number: _____

B16 Provide a written plan for the control of VOC emissions from solvent contaminated wipes and other wastes.

Document Reference Number: _____

B17 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.

Document Reference Number: _____

B18 Specify what training and instruction staff will be given to ensure that this Permit (if granted) is complied with.

Document Reference Number: _____

B19 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?)

Document Reference Number: _____

B20 Are there any sites of special scientific interest (SSSIs) or European Sites which are within 500 metres of the installation?

Yes No If "yes", please give names of the sites

B21 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc.) Regulations 1994.

Document Reference Number: _____

B22 Environmental Statements Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999, or for any other reason with respect to the installation?

Yes No If "yes", please supply a copy of the environmental impact assessment and details of any decision made.

Document Reference Number: _____

B22 Additional Information

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

C FEES AND CHARGES

C1 For details of how to calculate the application fee, please consult the appropriate charging scheme via the Defra website. Your application cannot be processed unless the application fee is correct and enclosed.

Please state the amount enclosed as an application fee for the installation:

£ _____

Cheques should be made payable to Chelmsford City Council

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

Please give any company purchase order numbers or other reference you wish to be used in relation to this fee:

C2 ANNUAL SUBSISTENCE CHARGES

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

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: _____

D COMMERCIAL CONFIDENTIALITY

D1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

No

Yes

If yes, please provide full justification, considering the definition of commercial confidentiality within the EP regulation.

Document Reference: _____

When providing information you should ensure that any information which you consider is commercially confidential is readily identifiable. It may assist the Council if any information you wish to be excluded from publication is submitted in a way which will allow it to be easily removed should your claim be granted. For example on separate pages marked "claimed confidential".

D2 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

Document Reference: _____

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

E 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 that 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).

F DECLARATION: Previous Offences (delete whichever is not applicable)

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: _____

G DECLARATION

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.

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.*