



## APPLICATION FORM FOR A PART B PERMIT FOR UNLOADING PETROL INTO STORAGE AT PETROL STATIONS AND FILLING OF VEHICLE PETROL TANKS

### 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 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).

##### 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](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](mailto: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: \_\_\_\_\_

**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):

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Postcode: \_\_\_\_\_

Company registration number:

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#### 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:

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Registered office address:

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Postcode: \_\_\_\_\_

Principal office address (if different):

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Postcode: \_\_\_\_\_

Company registration number:

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**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**

**B1** What activities are or will be carried out 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 of the EP Regulations

Directly-Associated Activities (Including Waste Operations)	Section in Schedule 1 of the EP Regulations

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

New Installation

Change to existing installation means to now needs a new permit

**B3 Site maps:**

Please provide:

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

Document Reference Number: \_\_\_\_\_

- A site plan or plans showing where all the relevant activities are on site:
  - a) Location of the fill points;
  - b) Buildings/structures;
  - c) Location of the petrol dispensers;
  - d) Height and location of the vent pipes; and
  - e) The number, capacity and location of all storage tanks.

Document Reference Number: \_\_\_\_\_

**B4 Technical documentation – please provide:**

- a) Copy of “type approval” certificate where a site operates Stage II activities

**C THE DETAILS**

**C1 Which of the following vapour monitoring systems will be in use?**

- a) Active system with automatic monitoring
- b) Active system without automatic monitoring

**C2 Do you have environmental management procedures and policy?**

Yes  No  (*If yes, please supply a copy*)

**C3 Impact on the environment:**

Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than 500m to the proposed installation?

Yes  No

If “yes”, is the installation likely to have a significant effect on the special scientific interest or European protected sites?

Yes  No

If ‘yes’, please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc.) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual).

Document Reference Number: \_\_\_\_\_

C4 Will emissions from the activity potentially have significant environmental effects (including nuisance)?

Yes  No

If 'yes', please list the potential significant local environmental effects (including nuisance) of the foreseeable emissions on a separate document.

Document Reference Number: \_\_\_\_\_

If 'yes', please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document Reference Number: \_\_\_\_\_

C5 Is the proposed installation sited under living quarters?

Yes  No

D ANYTHING ELSE?

D1 Please tell us anything else you would like us to take account of:

Document Reference Number: \_\_\_\_\_

E FEES AND CHARGES

E1 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.

E1.1 Please give any company purchase order numbers or other reference you wish to be used in relation to this fee:

\_\_\_\_\_

**E2 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.

**E2.1** 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: \_\_\_\_\_

**F COMMERCIAL CONFIDENTIALITY**

**F1** 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".

**F2** 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.



## G 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).

**H 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: \_\_\_\_\_

**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.*

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.*