



APPLICATION FORM FOR A VARIATION TO A PART B PERMIT 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 already have a 'Part B' 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

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. The Environmental Permitting (England and Wales) Regulations 2016 can be obtained from 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 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

You must submit your existing permit with this form. There are number of other documents you may need to send us with your application to vary your permit. 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 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:

A APPLICANT DETAILS

A1 Name of the installation

A2 Please give the address of the site of the installation

Postcode: _____ Telephone: _____

A3 Permit reference number

A4 The operator

Please provide the information requested below about the "Operator", which means the person who currently has control over the operation of the regulated facility.

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:

A4 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 ABOUT THE INSTALLATION

Please fill in the table below with details of all 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 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 where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

B1 Installation table for variation of permit conditions

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

B2 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 advice on this.

B3 Site maps

Please provide:

- A suitable map showing the location of the installation clearly defining the extent of the installation(s) in red and indicating the extent of the installation affected by the proposed change.

Document Reference Number: _____

- 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.

Document Reference Number: _____

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

Document Reference Number: _____

C 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.

- C1 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

Document Reference
Number: _____

- C2 Once all foreseeable changes in emission 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:

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

Document Reference
Number: _____

C3 For each emission which will be affected by the proposed change described the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions.

Document Reference
 Number: _____

C4 Describe the proposed measures for additional monitoring of all identified emissions as a result of the proposed change.

Document Reference
 Number: _____

C5 Describe the effect the proposed change will have on your environment management techniques, in relation to the installation activities described.

Document Reference
 Number: _____

C6 Detail in the table provided below or on a additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit Condition Reference	Proposed New Wording of Condition

C7 Additional information

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

Document Reference
 Number: _____

D FEES AND CHARGES

- D1 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.

- D2 Please give any company purchase order numbers or other reference you wish to be used in relation to this fee:

D3 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.

E COMMERCIAL CONFIDENTIALITY

- E1 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

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".

- E2 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

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.

E3 DATA PROTECTION

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

F DECLARATION

F1 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: _____

F2 Signature of current operator(s)**

I/We certify that the information in this application is correct. I/We apply for a variation to an existing 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.*