



## APPLICATION TO SURRENDER OF A PART A(2) 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 A2 installations. Use this form if you already have a 'Part A(2)' 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 & 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. The Environmental Permitting (England and Wales) Regulations 2016 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 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)

##### 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 transfer 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**

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**A2 Please give the address of the site of the installation**

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

**A3 Permit reference number**

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**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

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Trading/business name (if different)

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Registered office address:

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

Principal office address (if different):

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

Please indicate which address correspondence concerning this transfer should be sent to.

**A5 Who can we contact about your application to surrender 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 could be an agent or consultant rather than the operator.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**B THE INSTALLATION**

**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, 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).]*

**B2 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

**B3 Site maps**

You do not need to provide a site map in case of a notification 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.

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

**B4 Date on which the activity's operation will cease**

(e.g. 12/05/2017) \_\_\_\_\_

**B5 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.**

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

**B6 In the case of partial surrender only you may indicate whether you consider certain conditions will require a variation in wording to take account of the surrender of the permit for part of the facility. Please detail the exact conditions you wish to change in your current permit.**

Permit Condition Reference	Proposed New Wording of Condition

**B7 Additional information**

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

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

## 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.

- C2 Please give any company purchase order numbers or other reference you wish to be used in relation to this fee:

\_\_\_\_\_

## D COMMERCIAL CONFIDENTIALITY

- D1 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 ☐ If yes, please provide full justification, considering the definition of commercial confidentiality within the EP regulation.

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

- D2 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.

## E 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 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 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).



**F DECLARATION**

**F1 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 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.*