



APPLICATION FORM FOR 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 are sending an application for a 'Part B' permit to a Local Authority under the Environmental Permitting (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/uksi/2016/1154/pdfs/uksi_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:

A APPLICATION DETAILS

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):

Reference Number	Issuing Regulator	Type of Permit

A3 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:

A4 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:

A5 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, including storage areas, emission/discharge points, and any directly associated waste operations.

Document Reference Number: _____

C THE DETAILS

C1 How will the installation operate?

Document Reference Number: _____

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?

Document Reference Number: _____

C3 Environmental management:

What environmental management procedures and policy will you deploy?

Document Reference Number: _____

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.

Document Reference Number: _____

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

H1 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: _____

H2 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.*