



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 2010

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 2010 ("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 2010 can be obtained from The Stationary Office, or viewed on their website at: http://www.opsi.gov.uk/si/si2010/pdf/uksi_20100675_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:

Dudley MBC
Directorate of the Urban Environment
Environmental Protection
4 Ednam Road
Dudley
West Midlands
DY1 1HL.

Tel: 0300 555 2345
Email: EnviroProtect.DUE@dudley.gov.uk

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.

LAPPC APPLICATION FORM TO BE COMPLETED BY THE OPERATOR

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

A1.1 NAME OF THE INSTALLATION

A1.2 PLEASE GIVE THE ADDRESS OF THE SITE OF THE INSTALLATION

Postcode

Telephone

The Ordnance Survey national grid reference 8 characters for examples SJ 123 456 (can be obtained from typing postcode into one of the on-line mapping sites.

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A1.3 EXISTING PERMITS

Please give details of any existing LAPC or IPC Permit for the installation, including reference number(s):

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).

A2.1 THE OPERATOR

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

A2.2 HOLDING COMPANIES

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No

Yes *name of ultimate holding company*

Registered office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number:

A3.1 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 _____

Fax number _____

E. Mail address _____

B1 ABOUT THE INSTALLATION

Please fill in the table below with details of all the current activities in operation at the whole installation.

In “**Activities In The Stationary Technical Unit**” please identify all activities listed in Schedule 1 Part 2 to the EP Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In “**Directly Associated Activities**” please identify any directly associated activities that are, or 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

B1.1 TABLE OF ACTIVITIES AT THE INSTALLATION

ACTIVITIES IN THE STATIONARY TECHNICAL UNIT

DIRECTLY ASSOCIATED ACTIVITIES

B1.2 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 advise on this.

B.1.3 SITE MAPS

Please provide:

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

Doc Reference

- 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.

Doc Reference

B2 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.

- B2.1** 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

Doc Reference

B2.2 Once all foreseeable changes in emissions 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:

- (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)

B2.3 For each emission that has been affected by the proposed change 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.

Doc Reference

B2.4 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.

Doc Reference

B2.5 Describe the proposed measures for additional monitoring for all identified emissions as a result of the proposed change including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc). If no monitoring is proposed for an emission please state the reason.

Doc Reference

B2.6 Describe the effect the proposed change will have on your proposed environmental management techniques, in relation to the installation activities described above.

Doc Reference

B2.7 Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B2.8 ADDITIONAL INFORMATION

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

Doc Reference

C1 FEES AND CHARGES

A variation application fee is applicable to your Installation. Your application cannot be processed unless the application fee is correct and enclosed, please refer to the fees and charges page on the website or contact Dudley MBC (01384 814685) for details of the correct fee for your application. Alternatively you can email your enquiry to EnviroProtect.DUE@dudley.gov.uk

Cheques should be made payable to: Dudley M.B.C.

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

C1.1 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C2 ANNUAL SUBSISTENCE 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.

C3 COMMERCIAL CONFIDENTIALITY

C3.1 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

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Doc 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."

C3.2 Is there any information in the application for variation 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 application form to the Secretary of State for a Direction on the issue of National Security.

C4 DATA PROTECTION

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

C5 DECLARATION: previous offences (delete whichever is inapplicable)

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.

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.*