



## Application for a Part B Permit

Pollution Prevention and Control Act, 1999  
Environmental Permitting (England and Wales) Regulations 2007

### Introduction

#### When to use this form

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part '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 2007 ("the EPR").

#### Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 and available at:

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>.

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 EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at <http://www.opsi.gov.uk/stat.htm>.

#### 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 return to: **Department of Housing and Environmental Health, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA**

#### 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.

#### Copies

Please send **the original and 3 copies** of the form and all other supporting material, to assist consultation. If you are submitting your application electronically, a single paper copy of the application must accompany your electronic data.

#### 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.

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

**A1.1 Name of the installation**

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**A1.2 Please give the address of the site of the installation**

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Postcode

Telephone

Ordnance Survey national grid  
reference 8 characters

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**A1.3 Existing authorisations:**

Please give details of any existing LAPPC or LA-IPPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(s):

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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**

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Trading/business name (if different)

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Registered Office address

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Postcode:

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Principal Office address (if different)

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Postcode:

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Company registration number

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## A2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of Section 1159 of the Companies Act 2006?

No

Yes  name of ultimate holding company \_\_\_\_\_

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Registered office address

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Postcode

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Principal Office address (if different)

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Postcode

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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

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Telephone number \_\_\_\_\_

Fax number \_\_\_\_\_

E. Mail address \_\_\_\_\_



## B1.2 Why is the application being made?

- The installation is new.
- The installation is an existing installation that now requires a Permit.
- The installation is existing, but changes to the installation or to the EPR means that an LAPPC Part B permit is now required.

## B.1.3 Site Maps

Please provide:-

\* A suitable map showing the location of the installation clearly defining extent of the installations in red

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

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 EPR are met.***

**B2.1** Describe the proposed installation and activities and identify the foreseeable emissions to air from each stage of the process (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 emissions have been identified in the proposed installation activities, 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. Eg. Grams per hour, tonnes per year)***

**B2.3** For each emission identified from the installations' activities 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 monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Doc Reference: \_\_\_\_\_

**B2.6** Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

Doc Reference: \_\_\_\_\_

**B3 Impact on the Environment**

**B3.1** Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area ?)

Doc Reference: \_\_\_\_\_

**B3.2** Are there any sites of special scientific interest (SSSIs) or European Sites which are within either:

- 2 kilometres for an installation which includes Part B combustion, incineration (but not crematoria), iron and steel, and non-ferrous metal activities, or,
- 1 kilometre for Part B mineral activities and cement and lime activities, or,
- ½ a kilometre for all other Part B activities.

No

Yes  *please give names of the sites:*

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**B3.3** Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVIII of the General Guidance Manual).

Doc Reference: \_\_\_\_\_

**B4 Environmental Statements**

**B4.1** Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment)(England & Wales) Regulations 1999, or for any other reason with respect to the installation?

No

Yes  *Please supply a copy of the environmental impact assessment and details of any decision made:*

Doc Reference: \_\_\_\_\_

**B5 Additional information**

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

*Doc Reference* \_\_\_\_\_

**C1 Fees and Charges**

The enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

**C1.1 Please state the amount enclosed as an application fee for this installation.**

£. \_\_\_\_\_ Cheques should be made payable to: **Hertsmere Borough Council**

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

**C1.2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.**

\_\_\_\_\_

**C2 Annual 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.

**C2.1** Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

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

**C3 Commercial confidentiality**

**C3.1** 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

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

Doc Reference \_\_\_\_\_

**C3.2** 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

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. 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 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 not applicable)

I/We certify that:

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.