



Application for a Stage I or Stage II Part B Vapour Recovery 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") to operate a service station where petrol is unloaded with a throughput of petrol over 500m³ a year. For existing petrol stations with a throughput greater than 3500m³ in any 12-month period and for new petrol stations with a throughput likely to exceed 500m³ in any 12-month period, a "Stage II" petrol vapour recovery system is required for recovery of vapours during filling of vehicle petrol tanks. If the petrol station is not required to have "Stage II" controls in place, those sections of this form that relate to Stage II controls do not need to be completed.

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 1 copy** 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.

LAPPC Application Form: to be completed by the operator		
For Local Authority use only:		
Application Reference:	Officer Reference:	Date received:

A1 About the Operator

A1.1 Name of the installation

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

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):

A2.1 The Operator – Please provide the full name of each partner, sole trader, company or the 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 1159 of the Companies Act 2006?

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: _____

Principal Office address (if different):

Postcode: _____

Telephone: _____

Facsimile: _____

Email: _____

B1.2 Why is the application being made?

- The installation is new.
- It is an existing installation that is required to have a "Stage II" vapour recovery system in place according to SI 2006, No. 2311.

B2.1 Is the service station located under permanent living quarters or working areas? See Section 2 of PG1/14(06)

- No
- Yes

B2.2 When was equipment for vapour collection during filling of underground storage tanks installed or when will it be installed?

B2.3 When was equipment for vapour recovery during filling of vehicle fuel tanks installed or when will it be installed (only for installations that are required to have a "Stage II" vapour recovery system in place)?

Document Reference _____

B2.4. Volume of petrol unloaded into the service station in each of the last three calendar years (See Section 2 of PG1/14(06) for the relevant timescales); in cubic metres (i.e. litres divided by 1000). Circle the appropriate band:

Year	Volume of petrol/m ³				
	<100	100-500	501-1000	>1000	>3500
	<100	100-500	501-1000	>1000	>3500
	<100	100-500	501-1000	>1000	>3500

B2.5 Are deliveries "Driver Controlled" / "Driver Unassisted"

- No
- Yes

B2.6 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place. If the latter information is not known, a statement of what assessment will be made to determine this information and within what timescale. The information supplied under item 11 should be supplemented by a site specific assessment. (See Section 6 of PG1/14(06)).

Document Reference _____

B2.7 Are diesel storage tanks connected to the vapour balance system?

- No
- Yes

B2.8 Measures taken or to be taken for vapour emission control, both during unloading and in Storage.

Document Reference _____

B2.9 Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes). This should include equipment for recovery of vapours during filling of underground storage tanks and for installations that are required to have a “Stage II” vapour recovery system in place, for filling of vehicle petrol tanks.

Document Reference _____

B2.10 Unloading procedure and instructions (please attach)

Document Reference _____

B2.11 Details of Supervision, Training and Qualifications of Operating Staff [Details should be specific to on-site staff' and include general statements concerning delivery drivers]

Document Reference _____

B2.12 Schedule of maintenance of vapour collection control (Including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery system in place). [please attach]

Document Reference _____

B2.13 Schedule of examination and testing for vapour collection controls (Including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery system in place) [please attach]

Document Reference _____

Document Reference _____

B2.14 Procedures or contingency measures in the event of vapour containment equipment failure (Including the system for vapour recovery during filling of vehicle petrol tanks for installations that are required to have a “Stage II” vapour recovery system in place). [please attach]

Document Reference _____

Document Reference _____

B2.15 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, a certificate to confirm conformity with approval for use under the regulatory regimes of at least one European Union or European Free Trade Association country and to confirm that the hydrocarbon capture efficiency of the equipment is not less than 85% (i.e. that at least 85% of the displaced vapours are recovered, according to the relevant “type approval” test [see Section 5.16 of this note], expressed as the ratio of the volume of hydrocarbon vapours displaced to the volume of petrol discharged [please attach].

Document Reference _____

Document Reference _____

B2.16 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, details of testing of the vapour containment integrity in accordance with the manufacturer's specifications (to be undertaken prior to commissioning and periodically at least once every 3 years thereafter and always following substantial changes or significant events that lead to the removal or replacement of any of the components required to ensure the integrity of the containment system) [please attach].

Document Reference _____

Document Reference _____

2.17 For petrol stations that are required to have a “Stage II” vapour recovery system in place only, is an ‘automatic monitoring system’ installed to automatically detect faults in the proper functioning of the petrol vapour recovery system including the automatic monitoring system; to indicate faults to the operator; and to automatically cut off the flow of fuel on the faulty delivery system if the fault is not rectified within 1 week?

No

Yes

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?)

Document Reference _____

Document Reference _____

B3.2 Are there any sites of special scientific interest (SSSIs) or European Sites which are within 500 metres of the installation?

No

Yes

Site name: _____

Site name: _____

Site name: _____

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.

Document Reference _____

Document 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

Document Reference _____

Document Reference _____

B5 Additional information

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

Document Reference _____

Document Reference _____

C1. Fees and Charges

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.

£ _____ Cheque number: _____

Cheques should be made payable to: **Hertsmere Borough Council**. We will confirm receipt of this fee when we write to you acknowledging your application.

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 for invoices to be sent to** and details of someone we may contact about fees and charges within your finance section.

Name: _____

Principal Office address (if different):

Postcode: _____ Telephone: _____

Facsimile: _____ email: _____

C3. 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).

C4. 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 _____

C5. Declaration

C5.1. Signature of 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 applicant must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from: _____

Premises name: _____

Signature: _____

Name: _____

Position: _____

Date: _____

Signature: _____

Name: _____

Position: _____

Date: _____

** Where more than one person is defined as the applicant, 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.*