



Part B Surrender form

Notification for the Surrender of a Permit

Local Authority Pollution Prevention and Control
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 already have a 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 and Wales) Regulations 2010 ("the EP Regulations").

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 2010 and available at www.defra.gov.uk/environment/ppc. This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit, and explains some of the technical terms used. You will also need to read the relevant 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. 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

You do not need to send multiple copies of this form; consultation is not required to surrender a permit.

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 Surrender Notification Form		
For Local Authority use only:		
Application Reference:	Officer Reference:	Date received:

A1.2 Name of the installation

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

Postcode: _____ Telephone: _____

A1.3 Permit reference number

A2.1 The Operator

Please provide the full name of company or corporate body:

Trading/business name (if different):

Registered Office address:

Postcode: _____ Telephone: _____

Principal Office address (if different):

Postcode: _____ Telephone: _____

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: _____

Facsimile: _____

Email: _____

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 Part 2 to 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 Part 2 to 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 PPC Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)]. In the case of mobile plant please list any serial number which apply to plant or equipment.

B1.1 Installation table for partial surrender of permit

COLUMN 1	COLUMN 2
Box A Activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B Directly associated activities to remain in operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) Activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B(i) Directly associated activities to cease operation in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations

B1.3 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 ref: _____

B2 The installation

B2.1 The date on which the activity's operation will cease

_____ / _____ / _____

B2.2 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

B2.3 Additional information

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

Document ref: _____

C3 Commercial confidentiality

C3.1 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:

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

Document ref: _____

C3.2 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.

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).

C4. Declaration

C4.1. 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.*