



Part B Transfer form

Application to Transfer a Permit

Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2010

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 'Part B' permit and wish to transfer the permit in whole or in part to another person ('the proposed transferee'). You may apply to transfer the whole or part of your permit. Under the Environmental Permitting (England and Wales) Regulations 2010 ("the EP Regulations"), both the operator and the proposed transferee must jointly apply to have the permit transferred.

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, 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. 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

You do not need to send multiple copies of this form, consultation is not required to transfer 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 Transfer Application 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 Current Operator

Please provide the full name of company or corporate body or sole trader:

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: _____

A4 The proposed transferee – Please provide the full name of company or corporate body

Please provide the full name of company or corporate body or sole trader:

Trading/business name (if different):

Registered Office address:

Postcode: _____ Telephone: _____

Principal Office address (if different):

Postcode: _____ Telephone: _____

Company registration number: _____

A4.1 Who can we contact about your application to have this permit transferred to you?

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 transfer your permit in whole or in part?

Transfer Whole Permit:

Partial transfer:

In the case of partial transfer only please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, ‘the transferred unit’, and which parts of the installation will be retained by the original operator.

In Column 1, Box A, Activities in the stationary technical unit which are to be retained by the operator
Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

In Column 1, Box B, Directly associated activities which are to be retained by the operator
Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

The transferred unit

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 Schedule 1 to the EP Regulations that are proposed to transfer to the proposed transferee 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 proposed to be transfer to the proposed transferee 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, A(2) or B, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP 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)].

B1.1 Installation table for partial transfer of permit

COLUMN 1	COLUMN 2
Box A Activities to remain be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box B Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
Box A(i) Activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations
Box B(i) Directly associated activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations

B1.3 Site maps

You do not need to provide a site map in the case of an application to transfer the whole of your permit.

In the case of partial transfer of the permit only please provide:-

* A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Document ref: _____

B2 Additional information

B 2.1 Please supply any additional information which you would like us to take account of in considering this application for transfer.

Document ref: _____

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 a fee for this application.

£. _____ 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.

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).

C5 Declaration: previous offences (proposed Transferee) (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 transfer application is correct. I / We apply for a transfer of an existing permit in respect of the particulars described in this transfer 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.

C6.2 Signature of the proposed transferee(s)* applying to take over responsibility for the permit or part of the permit

I/ We certify that the information in this transfer application is correct. I/ We apply for a permit in respect of the particulars described in this transfer 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.