



Application for a Waste Oil Burner 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 are sending an application for a 'Part B' permit to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2010 ("the EPR") to operate a waste oil burner with a net rated thermal input of less than 0.4MW, and burning **only** your own arisings of oil.

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:

<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		
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: _____

B1.1. About the installation

B1.2. A plan of the premises showing the location of the waste oil burner(s) must be attached.

Doc Reference _____

B1.3. Provide details of the make and model name/number of the waste oil burner(s):

Make	Model	Serial number

B1.4. Provide details of the net rated thermal input of the waste oil burner(s):

Net rated thermal input _____

Net rated thermal input _____

Net rated thermal input _____

B1.5. Is / are the waste oil burners vaporising or atomising?

Vaporising

Atomising

B1.6. If the appliance is an atomising burner, does it comply with OFTEC standards AFS103 except for paragraphs 13.1.1 and 13.2.1?

Yes

No

B1.7. What will be burned on the appliance?

	Yes	No
Waste oil		
Other fuel		

If burning fuels other than waste oil, state the type of fuel to be burnt:

Fuel details _____

B1.8. What is the source of the waste or recovered oil?

	Yes	No
Own arisings only		
Some waste oil brought in from off-site		

B1.9. What is the height and location of the chimney stack (flue) serving the burner(s):

	Yes	No
Is it 6 metres or more above ground level?		
Is it 1 metre or more above any roof within 20 metres?		
Is it 3 metres or more above any opening windows within so metres?		
Is it 3 metres or more above any area within 20 metres to which there is general access?		

B1.10. Who checked (or will check) that the burner and flue were installed correctly?

Details _____

B1.11. Provide details of where and how will fuel be stored, including the location of any bulk fuel storage tanks.

Details _____

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.

£. _____ 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. If you don't pay, your permit can be revoked 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.

Contact name: _____

Postcode: _____ Telephone: _____

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 EPR.

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.