

Application Form for a Permit: Part B Installations



Local Authority Pollution Prevention and Control Pollution Prevention and Control Act, 1999

Environmental Permitting (England and Wales) Regulations 2016

Introduction

When to use this form

If you are sending an application to a Local Authority under the [Environmental Permitting \(England and Wales\) Regulations 2016](#) and the installation requires an Local Authority Pollution Prevention and Control (LAPPC) permit (known as “Part B” installations).

Before you fill in this form

Do please read relevant parts of the Defra general guidance which is available at: <https://www.gov.uk/government/publications/local-authority-pollution-control-general-guidance-manual>. Chapter 4 is about making an application, Chapter 7 is about how permits are decided, and Chapter 12 gives the meaning of Best Available Techniques (BAT). Other chapters introduce the Regulations and give information about various issues.

You also need to read the relevant process guidance note to see what standards and requirements are likely to be expected of your installation.

Pre-application discussions

Please contact our pollution control officers if you wish to discuss any aspect of your application before you complete and submit this form. Contact us on Tel:01429 284024.

Which parts of the form to fill in

Please fill in as much of it as possible and enclose the appropriate fee. Then send it to:

Environmental Protection Team
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool

TS24 8AY

Email environmental.protection@hartlepool.gov.uk

Tel: 01429 284024

Other documents you may need to submit

You will need to send us various other documents. The application form tells you which ones. It will be simplest for all concerned if you give a reference number for each document and record it on both this form and on the document itself. Please use any existing documents where you can and they are suitable.

Using continuation sheets

Feel free to use a continuation sheet, but you need to clearly identify where you have done so.

Copies - *not relevant for e-applications*

If you are submitting a paper application, please send the original and 1 copy of the form and all other supporting material, for consultation purposes.

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

A The basics**A1 Name and address of the installation**

Postcode	Telephone
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A2 Details of any existing environmental permit or consent *(for waste operations, please include planning permission for the site, including established use certificates, a certificate of lawful existing use, or the General Permitted Development Order)*

Reference no.	Issuing regulator	Type of permit

A3 Operator details *(The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)*

Name
Trading name, if different
Registered office address
Principal office address, if different

Company registration number

A4 Any holding company?

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006? If "yes" please fill in details of the ultimate holding company.

No
Yes

Name

Trading name, if different

Registered office address

Principal office address, if different

Company registration number

A5 Who can we contact about your application?

Name

Position

Tel

Email

B **The installation**

What activities are or will be carried on at the installation? Please include “directly associated activities” – this term is explained in Annex III in Part B of the Defra general guidance manual

Main activities	Section in Schedule 1 to the EP Regulations

Directly-associated activities (including waste operations)	Schedule 1 references (if any)

B2 **Why is the application being made?**

- new installation
- change to existing installation means it now needs a permit

B3 **Site maps**

Please provide:-

- A location map showing with a red line round the boundary of the installation

Doc reference _____

- A site plan or plans showing where all the relevant activities are on site, including storage areas, emission/discharge points, and any directly associated waste operations

Doc reference _____

C **The details**

C1 **How will the installation operate?**

Doc reference: _____

C2 **Emissions, control techniques and monitoring?**

What pollutants (including odour) and how much are expected to be emitted into the atmosphere? Please say which stage of the process each emission will come from and also whether from a particular chimney, vent or other source (fugitive). Please include emissions during starting and shutting down the plant, and from possible breakdowns or accidents identified by a risk assessment. *(Using process flow diagrams may help to simplify this.)*

What techniques will be used to minimise each emission in line with BAT? What monitoring has been undertaken (give results) and what monitoring is proposed?

Doc Reference: _____

C3 Environmental management?

What environmental management procedures and policy will you follow?

Doc Reference: _____

C4 Impact on the environment?

- a) what are the potential significant local environmental effects (including nuisance) of the foreseeable emissions?
- b) are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation:
- 2km - where the installation includes Part B combustion, incineration (not cremation), iron and steel, or non-ferrous metal activities
 - 1km - where the installation involves mineral or cement and lime activities
 - ½ km - in all other cases?

No

Yes

- c) if "yes", is the installation likely to have a significant effect on these sites and, if so, what are the implications for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual)
- d) has an environmental impact assessment been carried out for the installation under planning legislation or for any other purpose. If so, please provide a copy

Doc Reference: _____

D **Anything else?**

Please tell us anything else you would like us to take account of.

Doc Reference _____

E **Application fee**

You must enclose the relevant fee with your application. If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.

Fee enclosed: £
(please make cheques payable to South Lakeland District Council)

Name and address for invoicing:

F **Protection of information**

G1 **Any confidential or national security information in your application?**

If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. General guidance manual chapter 8 advises on what may be excluded. (*Don't include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.*)

Doc Reference _____

G2 **Please note: data protection**

The information you give will be used by the Council 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.

G3 **Please note: it is an offence to provide false information**

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
- intentionally to make a false entry in any record required to be kept under any environmental permit condition
- with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.

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).

H Declarations A and B for signing, please

These declarations should be signed by the person listed in answer to question A3. Where more than one person is identified as the operator, all should sign. Where a company or other body corporate is the operator, an authorised person should sign and provide evidence of authority from the board.

Declaration A: I/We certify

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 _____

Declaration B: 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 the listed 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.)*

Signature _____ Name _____

Position _____

Date _____

Signature _____ Name _____

Position _____

Date _____

