

Part B Application Form



Application for a Permit for a Petrol Filling Station

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

Use this form if you are applying for a permit to operate a petrol vapour recovery (petrol filling station) activity as defined in the Environmental Permitting Regulations.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra general guidance manual available at: <https://www.gov.uk/government/publications/local-authority-pollution-control-general-guidance-manual> Please also read the relevant sector guidance note to see what standards and requirements are likely to be expected of your installation. You can access Process Guidance Note 'PG 1/14 unloading petrol into storage at petrol stations' [here](#).

We have made this application form as straightforward as possible but please contact our pollution control officers if you wish to discuss any aspect of your application before you complete and submit this form.

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, send the form and the fee and any additional information to:

Environmental Protection Team
Hartlepool Borough Council
Civic Centre
Victoria Road

Hartlepool
TS24 8AY

Email: environmental.protection@hartlepool.gov.uk
Telephone: 01429 284024.

Other documents you may need to submit

There are number of other documents you will need to send us with your application. Please label these clearly and refer to them in the application. Existing information can be submitted as part of the application provided that it is relevant.

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.

LAPPC application form: to be completed by the operator

For Local Authority use		
Application reference	Officer reference	Date received

A1.1. Name of the premises

.....

A1.2. Address of the premises

.....
.....
.....

PostcodeTelephone.....

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

Please provide the full name of each partner, sole trader and company or corporate body.

.....

Trading/business name (if different)

.....

Registered Office address

.....
.....
.....

PostcodeTelephone.....

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

Ultimate holding company registered office address

.....
.....
.....

PostcodeTelephone.....

A3 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 can be an agent or consultant.

Name

Position

Address

.....
.....
.....

PostcodeTelephone.....

Fax number email address

B. About the installation

B 1. What activities are or will be carried out at the installation? Please include “directly associated activities” – this term is explained in Annex III in Part B of the General Guidance Manual.

B 2. Why is the application being made?

The installation is new

The installation is existing, but changes to the installation or to the Environmental Permitting Regulations means that an LAPPC Part B permit is now required

B 3. Site maps/plans – please provide:

B 3.1. A location map with a red line around the boundary of the installation. Please ensure that the map includes an orientation and shows the installation in relation to at least one named road/street that it is neighbouring.

Document reference:.....

B 3.2. A site plan or plans showing where all the relevant activities are on site:

- a) The location of the fill points
- b) The buildings/structures
- c) The location of the petrol dispensers
- d) The height and location of the vent pipes
- e) The number, capacity and location of all storage tanks

Document reference:

B 4. Technical documentation – please provide a copy of “type approval” certificate where the site operates Stage II activities.

Document reference:

C. The details

C1 Which of the following vapour monitoring systems will be in use?

- a) active system with automatic monitoring

b) active system without automatic monitoring

C2 Do you have environmental management procedures and a policy?

Yes No

If yes, please supply a copy.

Document reference:

C3 Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than 500m to the proposed installation?

Yes No

If 'yes', is the installation likely to have a significant effect on the special scientific interest or European protected sites?

Yes No

If 'yes', please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual)

Document reference:

C4 Will emissions from the activity potentially have significant environmental effects (including nuisance)?

Yes No

If 'yes', please list the potential significant local environmental effects (including nuisance) of the foreseeable emissions on a separate document.

Document reference:.....

If 'yes', please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document reference:.....

C5 Is the proposed installation sited under living quarters?

Yes No

D. Anything else?

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

Document Reference:

E. Application Fee

Payment details and arrangements will be confirmed upon receipt of your application. Your application will not be reviewed until the correct application fee has been paid.

If your application is successful you will also have to pay an annual subsistence fee, so please confirm to whom the invoices should be sent:

Name and position:
Telephone:
Email:

F. Commercial confidentiality

Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

Yes

No

If Yes, please provide full justification, considering the definition of commercial confidentiality within the EP Regulations (See the General Guidance Manual).

G. 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).

H. Declarations A and B for signing.

These declarations should be signed by the person listed in answer to question A2.1 (The Operator). Where more than one person is identified as the operator, all parties 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: (previous offences) (delete whichever is inapplicable)

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

Signature

Name

Position.....

Date

DECLARATION B:

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.)

Signature

Name

Position.....

Date

Signature

Name

Position.....

Date