

Part B Application form

Application for a permit

Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act, 1999

Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

Introduction

When to use this form

This regime is known as Local Authority Pollution Prevention and Control, LAPPC. Installations permitted under this regime are known as B installations. Use this form if you are sending an application for a 'Part B' permit to a Local Authority under the Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended) ("the PPC Regulations").

Before you start to fill in this form

Please read the Defra general guidance manual issued for LA-IPPC and LAPPC. 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 Pollution Prevention and Control (England and Wales) Regulations 2000 can be obtained from The Stationary Office, or viewed on their website at: www.legislation.hmsso.gov.uk/si/si2000/20001973.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:

London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

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 3 copies of the form and all other supporting material, to assist consultation.

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:

A1.1 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*,
for example, SJ 123 456

A1.3 Existing authorisations:

Please give details of any existing LAPC or IPC authorisation for the installation, including reference number(s):

Please provide the information requested below about the “Operator”, which means the person who it is proposed will have control over the installation in accordance with the permit (if granted)

A2.1 The Operator – Please provide the full name of company or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

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 736 of the Companies Act 1985?

No

Yes *name of ultimate holding company*

Registered office address

Postcode

Principal Office address (if different)

Postcode

Company registration number: _____

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

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 number _____

Fax number _____

E. Mail address _____

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

B1 About the Installation

B1.2 Why is the application being made?

the installation is new

it is an existing Part B process authorised under the Environmental Protection Act for which a substantial change is proposed within 4 months of the transitional date and an LAPPC permit is required.

B.1.3 Site Maps

Please provide:-

* A suitable map showing the location of the installation clearly defining extent of the installations in red

Doc Reference _____

* A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere

Doc Reference _____

B2 Process and Control Information

B2.1 Is the service station located under permanent living quarters or working areas? See paragraph 2.2 of PG Note 1/14(04)

No

Yes

B2.2 When was vapour collection equipment installed or when will it be installed?

B2.3 Volume of petrol unloaded into the service station in each of the last three calendar years (see paragraph 2.2 of PG Note 1/14(04) for the relevant timescales); in cubic metres (i.e. litres divided by 1000). Circle the appropriate band

Year	Volume of Petrol/m ³			
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

B2.4 Are deliveries "Driver Controlled"

No

Yes

B2.5 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place. If the latter information is not known, a statement of what assessment will be made to determine this information and within what timescale. The information supplied under item 11 should be supplemented by a site specific assessment. *(see paragraph 6.1 of PG Note 1/14(04)).*

B2.6 Are Diesel storage tanks connected to the vapour balance system

No

Yes

B2.7 Measures taken or to be taken for vapour emission control, both during unloading and in storage

B2.8 Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes)

Doc Reference _____

B2.9 Please attach documentation providing Unloading procedure and instructions

Doc Reference _____

B2.10 Please provide details of Supervision, Training and Qualification of Operating Staff (details should be specific to on-site staff and include general statements concerning delivery drivers)

Doc Reference _____

B2.11 Please attach schedule of maintenance of vapour collection control.

Doc Reference _____

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

B2.12 Please attach schedule of examination and testing for vapour collection controls.

Doc Reference _____

B2.13 Please attach procedures or contingency measures in the event of vapour containment equipment failure.

Doc Reference _____

B3 Impact on the Environment

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area ?)

Doc Reference: _____

B3.2 Are there any sites of special scientific interest (SSSIs) or European Sites which are within 2 kilometres of the installation?

No
 Yes *please give names of the sites*

B3.3 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994.

Doc Reference: _____

B4 Environmental Statements

B4.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment)(England & Wales) Regulations 1999, or for any other reason with respect to the installation.

No
 Yes *Please supply a copy of the environmental impact assessment and details of any decision made*

Doc Reference: _____

B5 Additional information

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

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

Doc Reference _____

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

C1 Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the application fee. 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 : ***London Borough of Barnet***

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.

C2 Annual charges

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit 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 within your finance section.

Postcode: _____ Telephone: _____

C3 Commercial confidentiality

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 PPC regulations.

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

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,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- 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 32 of the PPC 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

C5.1 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.

LAPPC Application Form: to be completed by the operator		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

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.*