



Part B Application form

Application for a permit

Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act, 1999 Environmental Permitting (England and Wales) Regulations 2016

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 2016 ("the EP Regulations").

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, revised in 2012 and available at <http://www.defra.gov.uk/industrial-emissions/las-regulations/guidance/>. 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 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/legislation/about> legislation.htm

Information entered onto this application form will be put into a public register available via our internet web pages. If you have any concerns about your personal information please contact us.

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:

Monitoring and Compliance, Economy and Infrastructure, Council House, Solihull B91 9QB Email. planning@solihull.gov.uk

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 2 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.

This application form will be placed on a public register via the internet . If there is any information you do not wish to be placed on the public register please contact us prior to sending.

For Local Authority use		
Application Reference:	Officer Reference:	Date received:

A1.1 Name of the installation

.....

A1.2 Please give the address 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):

.....

.....

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.....

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.....

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.....

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.....Email.....

B1 About the Installation

Please fill in the table below with details of all the current activities in operation at the whole installation.

In Column 1a *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the PPC Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In Column 1b *Directly associated activities*

Please identify any directly associated activities that are, or are proposed, to be carried out 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 2a and b Schedule 1 references**, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 to the PPC Regulations. For example, *Manufacturing glass 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 new permit application

COLUMN 1a	COLUMN 2a
Activities in the Stationary Technical Unit	Schedule 1 References
COLUMN 1b	COLUMN 2b
Directly associated activities	Schedule 1 References

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 The Installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the PPC Regulations are met.

B2.1 Describe the proposed installation and activities and identify the foreseeable emissions to air from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Doc Reference.....

B2.2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

-atmospheric emissions should be categorised under the following

- (i) point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- (ii) fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. Eg. Grams per hour, tonnes per year)

B2.3 For each emission identified from the installations' activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated

Doc reference.....

B2.4 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk-based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Doc Reference.....

B2.5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Doc Reference.....

B2.6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

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.....

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

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

Doc Reference

C1 Fees and Charges

A cheque, payable to Solihull Metropolitan Borough Council, is enclosed for the requisite application fee of £_____.

Please note that your application cannot be processed unless the correct application fee is received. The charging scheme is set by the Government Department for the Environment, Food and Rural Affairs and is published at www.defra.gov.uk . . **If you want to pay by BACS please contact prior to sending payment. If it gets sent to a general SMBC account it may take some time to find and hold up the process.**

We will confirm receipt of this fee when we write to you acknowledging your application.

C1.1 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.

For the year in which a permit is issued the charge is pro-rata for the remaining period of that year. The amount payable will be invoiced.

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.

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 that 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.

Please note that each individual operator must sign the declaration himself or herself, 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.*