PPC Part B Application Form

Application for a permit: Service Stations

Local Authority Pollution Prevention and Control
Pollution Prevention and Control Act, 1999
Environmental Permitting (England and Wales) Regulations 2007

Introduction

This environmental permitting regime is known and referred to 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 Environmental Permitting (England and Wales) Regulations 2007 (“the EP Regulations”).

Before you start to fill in this form

You are strongly advised to read the relevant parts of the DEFRA general guidance manual issued for LA-IPPC and LAPPC, republished in 2008 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 Process Guidance note. 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: Room 3.73, Economy & Environment, Engineering & Environmental Services, Council Offices, Wellington Road, Ashton-under-Lyne, Tameside, OL6 6DL.

Other documents you made need to submit

There are a 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, it 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 5 copies of the form and all other supporting material, to assist consultation.
Use this form if you are applying for a permit to a Local Authority to operate a service station where petrol is unloaded with a throughput of petrol over 500m³ a year.

If you need help and advice

We have made the application form as straightforward as possible, but if you need any advice on how to set out the information we need please contact Craig Richardson on (0161) 342 2389 or email at craig.richardson@tameside.gov.uk.

A Introduction

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 (can be obtained from typing postcode into one of the on-line mapping sites).

A1.3 Existing permits

Please give details of any existing permits 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)
LAPPCC Application Form: to be completed by the operator

For Local Authority use

Application Reference:  Officer Reference:  Date received:

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

__________________________________________________________

__________________________________________________________

__________________________________________________________

Postcode:

Company registration number

__________________________________________________________
A3.1 Who can we contact about your application?
It will help us 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 Address __________________________
LAPP Application Form: to be completed by the operator

For Local Authority use

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<tr>
<th>Application Reference:</th>
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</tr>
</thead>
</table>

B About the Installation

B1.2 Why is the application being made?

☐ The installation is new.

☐ It is an existing Part B process permitted under the Environmental Permitting Regulations for which a substantial change is proposed.

Process and Control Information

B2.1 Is the service station located under permanent living quarters or working areas?

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 in cubic metres (i.e. litres divided by 1000). Circle the appropriate band.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>VOLUME OF PETROL/m³</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 – 1000</td>
<td>&gt;1000</td>
</tr>
<tr>
<td>501 – 1000</td>
<td>&gt;1000</td>
</tr>
<tr>
<td>501 - 1000</td>
<td>&gt;1000</td>
</tr>
</tbody>
</table>

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.

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

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

Doc Ref:________________________________________________________________

B2.9 Unloading procedure and instructions (please attach)

Doc Ref:________________________________________________________________

B2.10 Details of Supervision, Training and Qualifications of Operating Staff [Details should be specific to on-site staff and include general statements concerning delivery drivers]

Doc Ref:________________________________________________________________

B2.11 Schedule of maintenance of vapour collection control (please attach)

Doc Ref:________________________________________________________________

B2.12 Schedule of examination and testing for vapour collection controls (please attach)

Doc Ref:________________________________________________________________

B2.13 Procedures or contingency measures in the event of vapour containment equipment failure. (please attach)

Doc Ref:________________________________________________________________

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 Ref:________________________________________________________________

B3.2 Are there any sites of special scientific interest (SSSIs) or European Sites which are within 500 metres 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 (see appendix 2 of Annex XVIII of the General Guidance Manual).

Doc Ref:________________________________________________________________
LAPP Application Form: to be completed by the operator

For Local Authority use

Application Reference:  Officer Reference:  Date received:

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 1999/293, 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 Ref:__________________________________________________________

B5 Additional information

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

Doc Ref:__________________________________________________________

C 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: Tameside MBC

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, failing 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 for invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

________________________________________________________

________________________________________________________

Postcode:  Telephone:
C3 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).
### C4  Declaration: 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 ______________________________________
LAPPC Application Form: to be completed by the operator

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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 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.