

## Environment and Planning

Borough Council of King's Lynn & West Norfolk  
King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX  
Tel: 01553 616200  
west-norfolk.gov.uk

Borough Council of  
**King's Lynn &  
West Norfolk**



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

Environmental Permitting (England and Wales) Regulations 2016

# Part B: Petrol Station Application Form

**Application for a permit for unloading petrol into storage at  
petrol stations and filling of vehicle petrol tanks**

## Introduction

### When to use this form

Use this form if you are applying for a permit to a Local Authority to operate an installation unloading petrol into storage at petrol stations and filling of vehicle petrol tanks.

You must pay the relevant fee to The Borough Council when submitting your application. For more information on fees, see section E.

### Which parts of the form to fill in

Please fill in as much of it as possible, and email or post to:

[Environmental.Quality@West-Norfolk.gov.uk](mailto:Environmental.Quality@West-Norfolk.gov.uk)

Environmental Quality Team, BCKLWN,  
King's Court, Chapel Street,  
King's Lynn, Norfolk, PE30 1EX

For the purposes of Section G of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

### If you need help and advice

If you need any help or advice, please contact the environmental quality team on 01553 616200 or email [Environmental.Quality@West-Norfolk.gov.uk](mailto:Environmental.Quality@West-Norfolk.gov.uk)

### For Local Authority use

Application reference:

Officer reference:

Date received:

## A: The Basics

### A1: Name and address of the installation

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	

**A2: Details of any existing environmental permit or consent**

(for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies.)

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**A3: Operator details**

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

<b>Name:</b>	
<b>Trading name if different:</b>	
<b>Registered office address:</b>	
<b>Principal office address, if different</b>	
<b>Company registration number:</b>	

**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.

☐ Yes ☐ No

<b>Name:</b>	
<b>Trading name if different:</b>	
<b>Registered office address:</b>	
<b>Principal office address, if different</b>	
<b>Company registration number:</b>	

**A5: 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.

<b>Name and position:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

## B: The installation

**B1: 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 general guidance manual.**

**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 with a red line round the boundary of the installation**

Document reference:

- **A site plan or plans showing where all the relevant activities are on site:**

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

Document reference:

**B4: Technical documentation – please provide:**

- Copy of “type approval” certificate where a site operates Stage II activities

## C: The details

**C1: Which of the following vapour monitoring systems will be in use? (tick relevant)**

- ☐ active system with automatic monitoring  
☐ active system without automatic monitoring

**C2: Do you have environmental management procedures and policy?**

☐ Yes      ☐ No      If yes, please supply a copy.

**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:

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**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:

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**C5: Is the proposed installation sited under living quarters?**

☐

Yes

☐

No

## **D: Anything else?**

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

Document reference:

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## **E: Application fee**

You must pay the relevant fee when submitting your application to The Borough Council of King's Lynn & West Norfolk. You can either do this by sending a cheque (made payable to BCKLWN) to:

**Environmental Quality Team, BCKLWN, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX**

If you want to pay by debit/credit card you can call our call centre on 01553 616200 to do this.

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:

<b>Name:</b>	
<b>Address:</b>	
<b>Email:</b>	

## F: Protection of information

### F1: 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. (Do not 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.)

Document reference:

### F2: Data Protection

We will use the information you have provided to consider whether to agree to reduced annual subsistence charges.

The Council has a duty to process and store your personal information safely and securely in line with data protection legislation, which here means the General Data Protection Regulations (Regulation (EC) 2016/679 which is in force from 25 May 2018) (GDPR) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then any successor legislation to the GDPR.

The Borough Council of King's Lynn and West Norfolk (the Council), of King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX is the data controller for the purposes of the GDPR and associated domestic law.

We will use your personal information for the purposes of the provision of the environmental quality services. The processing of this information is necessary for the Council to undertake a public task, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, provide public register information to enquirers, and the task or function has a clear basis in law, in this case the Environmental Permitting (England and Wales) Regulations 2016 (as amended).

Your data may be shared between Council departments and other agencies where there is lawful authority to do so. Your information will be kept strictly confidential. It will be stored separately from other information in a secure, password-protected database on the Council's computer system.

You can find more information about our retention policy on the privacy notice page which can be found at the following link [www.west-norfolk.gov.uk/privacy](http://www.west-norfolk.gov.uk/privacy). We will only use your data within the terms of data protection laws, will delete your data securely and only keep it for as long as necessary. We will review dates for keeping personal data in the future and if necessary update these privacy notices.

You may see copies of the data held about you and ask for it to be corrected or deleted.

You can find more information about Data Protection and the Council's Data Protection Officer, on our Data Protection page which can be found at the following link [www.west-norfolk.gov.uk/dataprotection](http://www.west-norfolk.gov.uk/dataprotection)

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner, website: [ico.org.uk/](http://ico.org.uk/)

### F3: Please note: it is an offence to provide false information

It is an offence under regulation 38 of the Environmental Permitting (England and Wales) Regulations 2016, 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).

## G: Declarations A and B for signing

*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 (Please tick ONE statement):

I/We certify:

☐

As evidence of my/our competence to operate this installation in accordance with the Environmental Permitting (England and Wales) Regulations 2016, no offences have been committed in the previous five years relating to the environment or environmental regulation.

☐

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: .....