



# Part B Application Form General Application Form

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

If you are sending an application to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2016 and the installation requires an air pollution control permit (known as "Part B" installations).

### Before you fill in this form

Please read relevant parts of the Defra [general guidance manual](#). 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 also need to read the relevant [process guidance note](#) to see what standards and requirements are likely to be expected of your installation.

Applications and queries will be dealt with by our consultants at Martin Cranfield Associates Ltd but the fees must be paid to The Borough Council of King's Lynn & West Norfolk. You must pay the relevant fee to The Borough Council when submitting your application. For more information on fees, see section E.

### If you need help and advice

If you need any help or advice, please talk to our consultants at Martin Cranfield Associates Ltd before you complete and submit the application. You can contact them on 01892 611377 or by email at [admin@cranfieldassociates.co.uk](mailto:admin@cranfieldassociates.co.uk)

### Which parts of the form to fill in

Please fill in as much of it as then send it to:

Martin Cranfield Associates Limited  
Friars Gate Farm  
Marden Hill  
Crowborough  
East Sussex  
TN6 1XH

**Other documents you may need to submit**

You will need to send us various other documents. The application form tells you which ones. It will be simplest for all concerned if you give a reference number for each document and record it on both this form and on the document itself.

**Using continuation sheets**

Feel free to use a continuation sheet, but you need to clearly identify where you have done so.

<b>For Local Authority use</b>		
Application reference:	Officer reference:	Date received:

**LAPPC application form: to be completed by the operator**

**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**

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](#)

<b>Main activities</b>	<b>Section in Schedule 1 to the Environmental Permitting Regulations</b>

<b>Directly-associated activities (including waste operations)</b>	<b>Schedule 1 references (if any)</b>

**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) storage areas
- b) emission/discharge points
- c) any directly associated waste operations

Document reference:

### **C The details**

#### **C1 How will the installation operate?**

Document reference:

#### **C2 Emissions, techniques and monitoring?**

What pollutants (including odour) and how much are expected to be emitted into the atmosphere? Please say which stage of the process each emission will come from and also whether from a particular chimney, vent or other source (fugitive). Please include emissions during starting and shutting down the plant, and from possible breakdowns or accidents identified by a risk assessment. *(Using process flow diagrams may help to simplify this.)*

What techniques will be used to minimise each emission in line with BAT? What monitoring has been undertaken (give results) and what monitoring is proposed?

Document reference:

#### **C3 Environmental management?**

What environmental management procedures and policy will you deploy?

Document reference:

#### **C4 Impact on the environment?**

- a) What are the potential significant local environmental effects (including nuisance) of the foreseeable emissions?
- b) are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation:

- 2km where the installation includes Part B combustion, incineration (not cremation), iron and steel, or non-ferrous metal activities
- 1km where the installation involves mineral or cement and lime activities
- 0.5 km in all other cases?

Yes  No

- c) if “yes”, is the installation likely to have a significant effect on these sites and, if so, what are the implications for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the [general guidance manual](#) )
- d) has an environmental impact assessment been carried out for the installation under planning legislation or for any other purpose. If so, please provide a copy

Document reference:

**D Anything else**

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

Document Reference:

**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:

The Environmental Quality Team  
 Borough Council of King’s Lynn & West Norfolk  
 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 info 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 Please note: data protection**

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 Kings 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](https://www.west-norfolk.gov.uk/privacy) page which can be found at the following link <https://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](https://www.west-norfolk.gov.uk/dataprotection) page which can be found at the following link <https://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: https://ico.org.uk/](https://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:** I/We certify (please tick)

**EITHER** – 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.

**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: .....

**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: .....