

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

Part B: General Application Form

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

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

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

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.

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

A: The Basics

A1: Name and address of the installation

Name:	
Address:	
Telephone:	

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).)

Name:	
Trading name if different:	
Registered office address:	
Principal office address, if different	
Company registration number:	

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

Name:	
Trading name if different:	
Registered office address:	
Principal office address, if different	
Company registration number:	

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.

Name and position:	
Telephone:	
Email:	

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.

Main activities	Section in Schedule 1 to the Environmental Permitting Regulations
Directly-associated activities (including waste operations)	Schedule 1 references (if any)

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: Do you have environmental management procedures and policy?

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

C4: What are the potential significant local environmental effects (including nuisance) of the foreseeable emissions?

Document reference:

C5: Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than 500m 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

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)

Document reference:

C4: Has an environmental impact assessment been carried out for the installation under planning legislation or for any other purpose?

☐ Yes ☐ No If yes, provide a copy.

Document reference:

D: Anything else?

Please tell us of 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:

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:

Name:	
Address:	
Email:	

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.)

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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. 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

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner, website: 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: