



## **Part B Application Form**

### **Application for a permit for crushing and screening brick tile and concrete in mobile plant**

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**

Use this form if you are applying for a permit to a Local Authority to operate mobile plant crushing and screening brick tile and concrete as defined in Schedule 1 to the Environmental Permitting Regulations.

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

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.

<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 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.*

--

**A2 Operator details** *(The 'operator' is 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>	

**A3 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>	

**A4 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 mobile plant**

**B1 What activities are, or will be, carried on in the mobile plant? Please include ‘directly associated activities’ (this term is explained in Annex III in Part B of the general guidance manual.**

- crush brick tile and concrete
- screen, brick tile and concrete

**B2 Why is the application being made?**

- new plant

**B3 Will you either:**

a) list the crushers and screens applied for and give their serial numbers in this application form?

Yes  No

Or

b) submit a list of plant with serial numbers and notify the authority in writing with a revised list before any different equipment is used?

Yes  No

**C The details**

*Note: 'dusty material' should be taken to be any material which can be wind-entrained. It excludes, for example, >3mm material and scalpings.*

**C1 Is the crusher?:**

*(tick all that apply)*

a) fitted with water sprays at the feed and the conveyor discharge

b) Is the conveyor fully-enclosed

c) other – please specify:

**C2 Will you wet material before it is crushed?**

Yes  No

If yes, how will you do that?

**C3 Which of the following methods will be used to minimise emissions at belt conveyor transfer points, including free fall of material?**

*(tick all that apply)*

a) enclosed

b) enclosed and ducted to arrestment equipment

c) fitted with a chute

d) other, please specify:

**C4 Do you have environmental management procedures and policy?**

Yes  No

**Is the environmental system certified, (including EMAS, ISO 14001 or BS8555)**

Yes  No

**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.*)

### **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](#) 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](#) 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/](#).

**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: .....