



Part B Variation Form

Application for a variation of permit conditions

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

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control (LAPPC). Installations permitted under this regime are known as Part B installations. Use this form if you already have a permit and wish to vary the permit conditions or wish to make a change to your installation.

Before you start to fill in this form

You are strongly advised to read relevant parts of the Defra [general guidance manual](#) issued for LA-IPPC and LAPPC, republished in May 2011. 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 sector guidance note, BREF note or Process Guidance note. The Environmental Permitting (England and Wales) Regulations 2016 can be obtained from www.legislation.gov.uk website.

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 C1.

Which parts of the form to fill in

Please fill in as much of it as possible and send it to:

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

Other documents you may need to submit

There are other documents you may need to send us with your variation application. Each time a request for a document is made in the 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 your permit reference number and the name of the installation.

Using continuation sheets

In the case of the questions on the 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.

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

LAPPC application form: to be completed by the operator

A Applicant Details

A1 Name and address of the installation

Name:	
Address:	
Telephone:	
Permit reference:	

A2 The Operator – Please provide the full name of company or corporate body

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

A3 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:	
Address:	
Telephone:	
Email:	

B About the installation

B1 Please fill in the table below with details of all the current activities and proposed activities at the whole installation.

In Column 1, Box A, *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the Environmental Permitting Regulations that are carried out in the stationary technical unit of the installation.

In Column 1, Box A(i), *Proposed new activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the Environmental Permitting Regulations that are proposed to be carried out in the stationary technical unit of the installation.

In Column 1, Box B, *Directly associated activities*

Please identify any directly associated activities that are carried out on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution.

In Column 1, Box B(i), *Directly associated activities*

Please identify any directly associated activities that are proposed, to be carried out on the same site which:

- have a technical connection with the activities in the stationary technical unit
- could have an effect on pollution

In Column 2, Both Boxes A and B, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

COLUMN 1	COLUMN 2
Box A Activities in the Stationary Technical Unit	Section in Schedule 1 of the Environmental Permitting Regulations
Box A (i) <i>Proposed new activities in the Stationary Technical Unit</i>	Section in Schedule 1 of the Environmental Permitting Regulations
Box B <i>Directly associated activities</i>	Section in Schedule 1 of the Environmental Permitting Regulations
Box B(i) <i>Proposed new directly associated activities</i>	Section in Schedule 1 of the Environmental Permitting Regulations

B2 Why is the variation application being made?

Specific permit conditions will require amending

We are unsure whether the proposed changes will require a variation and wish the local authority to advise on this

B3 Site Maps - Please provide:

- A suitable map showing the location of the installation clearly defining extent of the installations in red and indicating the extent of the installation affected by the proposed change

Document reference:

- A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere, indicating which activities will be affected by the proposed change

Document reference:

- A suitable plan showing the site drainage system and all discharge points to drainage or water courses indicating which will be affected by the proposed change

Document reference:

The Installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the Environmental Permitting Regulations are met.

B4 Describe the proposed change to the installation and activities and identify the foreseeable emissions to air from effecting this change (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Document reference:

B5 Once all foreseeable changes in emissions as a result of the proposed change have been identified each emission should be characterised (including odour) and quantified.

Atmospheric emissions should be categorised under the following

- point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- fugitive source (e.g. from stockpiles / storage areas).

Document reference:

B6 For each emission which will be affected by the proposed change describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions.

Document reference:

B7 Describe the proposed measures for additional monitoring of all identified emissions as a result of the proposed change.

Document reference:

B8 Describe the effect the proposed change will have on your environmental management techniques, in relation to the installation activities described.

Document reference:

B9 Detail in the table provided below, or on an additional sheet if preferred, the exact conditions you wish to change in your current permit.

Permit condition reference	Proposed new wording of condition

B10 Additional information

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

Document reference:

C Fees and Charges

The enclosed charging scheme leaflet gives details of how to calculate the variation application fee. Your application cannot be processed unless the correct fee is enclosed.

C1 Please state the amount enclosed as a fee for this application.

£

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.

C2 Please give any company purchase order number or other reference you wish to be used in relation to this fee.

C3 Annual charges

The application or granting of a permit variation will not affect the level of your annual subsistence charge, nor the requirement to pay it.

D Commercial confidentiality

D.1 Is there any information in the application for a variation that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

Yes No

Please provide full justification, considering the definition of commercial confidentiality within the Environmental Permitting Regulations.

Document reference:

D.2 Is there any information in the application for a variation that you believe should be kept from the public register on the grounds of national security?

Yes No

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the variation application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

D3 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/](#).

D4 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

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).

E 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: