

**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)**

**Introduction**

**Regulations 2010**

**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 2010 and available at

<http://www.defra.gov.uk/environment/ppc/localauth/pubs/guidance/manuals.htm>.

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 Process Guidance note. The EP Regulations can be obtained from The Office of Public Sector Information, or viewed on their website at [http://www.opsi.gov.uk/legislation/about\\_legislation.htm](http://www.opsi.gov.uk/legislation/about_legislation.htm).

**Which parts of the form to fill in**

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the variation application to enable it to be processed further. When complete return to:

*Borough Council of Kings Lynn and West Norfolk  
Kings Court  
Chapel Street  
Kings Lynn  
PE30 1EX*

**Other documents you may need to submit**

There are number of 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.

**Copies** - *not relevant for e-applications*

Please send the original and 3 copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

**If you need help and advice**

We have made the form as straightforward as possible, but please get in touch with us at the local authority address given above if you need any advice on how to set out the information we need.