

at least one local newspaper within 14 days of being 'duly made'. The applicant will be sent the specimen advert, which contains the wording for the advertisement.

It is the responsibility of the applicant to provide a copy of the final advertisement or a copy of the Notice inserted into the local paper.

### Consultation

As part of the application process the Local Authority must consult with Statutory consultees such as the Primary care Trust, English Nature, Petroleum Licencing Officer, Food Standards Agency and Health and Safety Executive as appropriate.

### Determination of Application

On receipt of the responses from the statutory Consultees, the Local Authority will make a site visit passing on any comments and requesting any additional information as a result of the site visit .

The application must be determined within 4 months of being duly made, unless an extended time period is agreed with the applicant.

The Local Authority will then determine the application. If the Local Authority have determined to issue a Permit, then a Draft Permit will then be drawn up using the information supplied by the Applicant, and the relevant Guidance Note(s) taking into account any comments from the Statutory Consultees.

The draft Permit will be drawn up using the information supplied in the application and guidance issued by the Secretary of state in the form of Process Guidance Notes.

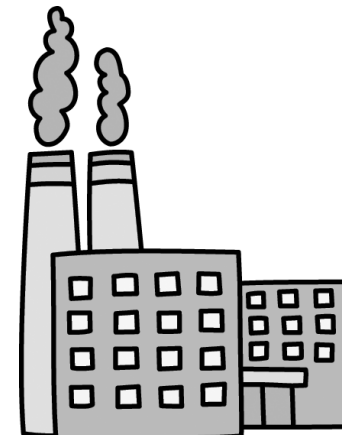
The Draft Permit will then be sent to the Applicant who has 28 days to comment on the conditions in the draft permit. The Permit is then issued to the Applicant after the 28 days Consultation period has finished.

If the Local Authority decide to refuse the application, then the applicant will be advised in writing. Where a Permit application is refused, the Officer will inform the applicant of their decision and forward information on the right of the applicant to appeal and the appeal provisions.



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## Making an LAPPC Application



## Introduction

This leaflet has been designed to provide advice on how to draw up and submit an application for a permit under the Pollution Prevention and Control Act 1999. Certain Industrial Premises are required by law to apply for a Permit to operate.

## Application Form

The applicant must complete the correct form and supply enough information to allow the Council to determine the application. Each application should contain the following information: -

**Site details** - including address at which the Permitted Installation is located and the Registered Office address. It would also be useful to include the address to which invoices should be sent if they are different to the above addresses.

**Site location/Site map** – a site plan showing location of installation and proximity of any residential properties

**Layout/ flow diagram of process** – this is a useful tool that helps Officers understand how your installation works.

**Description of each stage of process** – a detailed description of the installation which will provide useful background information in drawing up the Permit.

**Emissions** - details of the existing emissions sources, the amounts and whether they are point or fugitive.

**Current or proposed abatement systems** - details of the current systems in place that are used to control emissions from the installations. Details of the current abatement systems fitted that control the emission of pollutants such as the name, make, model and level of pollution they emit. You may decide to include copies of manufacturers detailed specifications.

## Management Systems

Please provide details of any environmental management systems in operation or written instructions /procedures that are in place relating to the control of emissions from the process.

## Fees

You will need to pay a one off application fee along with your application, an application is not “duly made” until the correct fee has been received. You will also need to pay a subsistence fee from the date you receive your Permit and each year thereafter.

Each year a Subsistence fee will need to be paid to the Local Authority. The fee is set by Central Government and changes on an annual basis. We will write to you at the beginning of each new financial year advising you of Subsistence fee for that year. You made decide to pay the Subsistence fee in full or you can pay in 4 quarterly instalments.

## Application Time Scale

Once the Local Authority has received your application and fee, a decision will be made within 14 days of receipt if your application is “duly made”. This term refers to whether there

is sufficient information for the application to be determined. If the Officer considers that the application is determined “duly made” then a copy will be placed on the public register.

If the Local Authority considers that there is insufficient information then the application will not be “duly made” and further information will be requested.

## Commercial Confidentiality

As part of your application you made consider that certain information is Commercially Confidential. If you wish this information not to be placed on to the public register, then you can apply for the information not to be placed on the public register.

If the Local Authority is satisfied that commercial confidentiality is warranted then the relevant information shall be marked ‘Confidential’ and shall not be placed on the Public register. A note shall be placed in the Public Register file explaining that certain information has been excluded and why.

If the Local Authority feels that commercial confidentiality does not apply then you will be informed of the decision and information on the right of the applicant to appeal and the appeal provisions. After 21 days the information shall be placed on the Public Register file.

## Advert

The application for a Permit must, except in the case of petroleum processes, dry cleaners or mobile processes, waste oil burners below 0.4MW input, be advertised in