

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

## Part B: Transfer Form

### Application to transfer a permit

#### 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 transfer the permit in whole or in part to another person ('the proposed transferee'). Under the Environmental Permitting (England and Wales) Regulations 2016 ("the EP Regulations") you may apply to transfer the whole or part of your permit. Both the operator and the proposed transferee must jointly apply to have the permit transferred.

##### 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, available at [www.gov.uk/government/publications/local-authority-pollution-control-general-guidance-manual](http://www.gov.uk/government/publications/local-authority-pollution-control-general-guidance-manual). This contains a list of other documents you may need to refer to when you are preparing your application for the transfer of the permit, 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 as appropriate. The EP Regulations can be obtained from the [www.legislation.gov.uk](http://www.legislation.gov.uk) website.

You must pay the relevant fee to The Borough Council when submitting your application. For more information on fees, see section C1.

##### Other documents you may need to submit

You must submit your existing permit with this form. There are number of other documents you may need to send us with this form. 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

You do not need to send multiple copies of this form; consultation is not required to transfer a permit.

##### 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](mailto: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](mailto:Environmental.Quality@West-Norfolk.gov.uk)

#### For Local Authority use

Application reference:

Officer reference:

Date received:

## **A1: Applicant details**

### **A1: Name and address of the installation**

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
Permit reference number	

### **A2: The Operator**

Please provide the full name of company or corporate body

<b>Name:</b>	
<b>Trading name if different:</b>	
<b>Registered office address:</b>	
<b>Principal office address, if different:</b>	
<b>Postcode:</b>	
<b>Company registration number:</b>	

Please indicate which address correspondence concerning this transfer should be sent to.

### **A3.1 Who can we contact about your application to transfer your permit?**

It will help us to have someone who we can contact directly with any questions about your application to transfer. The person you name should have the authority to act on behalf of the operator. This can be an agent or consultant rather than the operator.

<b>Name:</b>	
<b>Position:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

### **A4: The proposed transferee – Please provide the full name of company or corporate body**

<b>Name:</b>	
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<b>Trading name if different:</b>	
<b>Registered office address:</b>	
<b>Principal office address, if different:</b>	
<b>Postcode:</b>	
<b>Company registration number:</b>	

Please indicate which address correspondence concerning this transfer should be sent to.

**A5: Who can we contact about your application to have this permit transferred to you ?**

It will help us to have someone who we can contact directly with any questions about the application to transfer this permit to you. The person you name should have the authority to act on behalf of the operator. This can be an agent or consultant rather than the operator.

<b>Name:</b>	
<b>Position:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

**B: Transfer Details**

**B1: Do you wish to transfer the permit in whole or in part?**

- Transfer whole permit
- Partial transfer

In the case of partial transfer only please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, 'the transferred unit', and which parts of the installation will be retained by the original operator.

**In Column 1, Box A, *Activities in the stationary technical unit which are to be retained by the operator***

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to be retained by the original operator in the stationary technical unit of the installation.

**In Column 1, Box B *Directly associated activities which are to be retained by the operator***

Please identify any directly associated activities that are proposed to be retained by the original operator on the same site which:

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

**The transferred unit**

**In Column 1, Box A(i), *Activities in the stationary technical unit which are to, or have, ceased operation.***

Please identify all activities listed in Schedule 1 to the EP Regulations that are proposed to transfer to the proposed transferee in the stationary technical unit of the installation.

**In Column 1, Box B(i), *Directly associated activities which are to, or have, ceased operation***

Please identify any directly associated activities that are proposed to be transfer to the proposed transferee 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, A(2) or B, 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, unless falling within Part A(1) of that Section, where melting capacity of the plant is more than 20 tonnes per day, would be listed as Chapter 3, Section 3.3, Part A(2)(a).]*

**B2: Installation table for partial transfer of permit**

COLUMN 1	COLUMN 2
<b>Box A –</b> Activities to remain be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box B –</b> Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box A(i) –</b> Activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations
<b>Box B(i) –</b> Directly associated activities proposed to be transfer to the proposed transferee	Section in Schedule 1 of the EP Regulations

**B3: Site Maps**

You do not need to provide a site map in the case of an application to transfer the whole of your permit.

In the case of partial transfer of the permit only please provide:-

\* A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

Document reference:

**B4: Additional information**

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

Document reference:

**C: Fees and Charges**

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 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**

Alternatively, if you want to pay by debit/credit card you can call our call centre on 01553 616200.

We will confirm receipt of this fee when we write to you acknowledging your transfer application.

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

**C2: Commercial confidentiality**

Is there any information in this application to transfer, or partially transfer your permit, that you wish to justify being kept from the public register on the grounds of commercial confidentiality? Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Yes       No

Document reference:

**C3: Is there any information in the application to transfer, or partially transfer your permit, 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 transfer application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

#### **C4: 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](http://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](http://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/](http://ico.org.uk/)

#### **C5 Declaration by transferees\*: previous offences (delete whichever is inapplicable)**

**I/We certify:**

EITHER

No offences have been committed in the previous five years which are relevant to my/our competence to operate this installation in accordance with the EP Regulations.

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:

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## D: Declaration

### D1: Signature of current operator(s)\*

I/We certify that the information in this transfer application is correct. I/we apply for a transfer of an existing permit in respect of the particulars described in this transfer application (including 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.

For the transfer application from:

<b>Installation name:</b>	
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<b>Signature:</b>	
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<b>Name:</b>	
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<b>Position:</b>	
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<b>Date:</b>	
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<b>Signature:</b>	
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<b>Name:</b>	
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<b>Position:</b>	
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<b>Date:</b>	
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*\* Where more than one person is defined as the operator, all should sign. Where a company or other body corporate – an authorised person should sign and provide evidence of authority from the board of the company or body corporate.*

### D2: Signature of the proposed transferee(s)\* applying to take over responsibility for the permit or part of the permit

I/We certify that the information in this transfer application is correct.

I/We apply for a permit in respect of the particulars described in this transfer application (including 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.

For the transfer application to:

<b>Installation name:</b>	
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<b>Signature:</b>	
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<b>Name:</b>	
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<b>Position:</b>	
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<b>Date:</b>	
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<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

*\* Where more than one person is defined as the proposed transferee, all should sign.  
Where a company or other body corporate – an authorised person should sign and  
provide evidence of authority from the board of the company or body corporate.*