



## Application for a permit for a vehicle refinishing installation

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

### When to use this form

Use this form if you are applying for a permit to a Local Authority to operate a vehicle refinishing installation as defined in Environmental Permitting (England and Wales) Regulations 2016.

For the purposes of Section C of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

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 C.

### 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 possible and send it to:

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

For Local Authority use		
Installation Reference:	Officer Reference:	Date received:

**A The basics**

**A1 Name and address of the installation**

.....  
 .....  
 .....  
 Postcode..... Telephone.....

**A2 Ordnance survey national grid reference (8 characters)**

*(for example, SJ 123 456...there are a number of internet mapping sites which will convert a post code to a grid references.)*

.....

**A3 Please provide details including reference numbers of any existing authorisation or permit for a vehicle refinishing installation**

.....  
 .....  
 .....  
 .....  
 .....

**A4 The applicant – please provide the full name of company or corporate body or the name of the sole trader or the names of the partners**

**Name:**

.....

**Trading name, if different**

.....

**Registered office address:**

.....

.....

.....

.....

Postcode.....

**Principal office address, if different:**

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.....

.....

.....

Postcode.....

**Company registration number:**

.....

**A5 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

**Name:**

.....  
**Trading name, if different**

.....

**Registered office address:**

.....  
.....  
.....

Postcode.....

**Principal office address, if different:**

.....  
.....  
.....

Postcode.....

**Company registration number:**

.....

**A6 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 could be an agent or consultant rather than the operator.*

**Name:**

.....

**Position:**

.....

**Address:**

.....  
.....  
.....

Postcode..... Telephone.....

Email.....

**B 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 EPR Regulations are met.*

**B1 Describe the proposed installation and activities and identify the foreseeable emissions to air from the process.**

Document reference:

.....

**B2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.**

**Atmospheric emissions should be categorised under the following:**

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

**If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.**

(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. e.g. Grams per hour, tonnes per year)

**B3 For each emission identified from the installations' activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated**

Document reference:

.....

**B4 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.**

Document reference:

.....

**B5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.**

Document reference:

.....

**B6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.**

Document reference:

.....

**B7 Attach a plan of the premises showing the location of:**

- a) the premises
- b) spray booths
- c) organic solvent containing material storage
- d) organic solvent containing waste storage

**B8 Supply a description of the location and methods of storage of organic solvent containing materials.**

Document reference:

.....

**B9 Supply certification of spray booth performance**

Document reference:

.....

**B10 Are VOC emitting stacks<sup>1</sup> at least 3m above the roof ridge height of buildings within 15 m of the stack?**

- Yes  No

**If “no” please provide a written plan for the construction, operation and maintenance of stacks emitting VOCs.**

Document reference:

.....

<sup>1</sup> NB – All new VOC emitting stacks are required to vent VOC’s at a height greater than 3m above the roof ridge height of buildings within 15 m of the stack

**B11 Provide details how the mass of VOC emitted and of paint solids used will be determined and recorded.**

Document reference:

.....

**B12 Provide a written plan for the maintenance, inspection and replacement of extract air filters of the spray booth and abrasive blasting equipment plant.**

Document reference:

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**B13 Provide a written plan for measuring particulate emissions from abrasive blasting equipment, using manual extractive testing methods.**

Document reference:

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**B14 Provide a written plan for control of VOC emissions from spray gun testing and sprayout following cleaning.**

Document reference:

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**B15 Provide a written plan for the control of VOC emissions from spray gun and equipment cleaning.**

Document reference:

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**B16 Provide a written plan for the control of VOC emissions from solvent contaminated wipes and other wastes.**

Document reference:

.....

**B17 State whether any structured environmental management system (such as ISO 14001, EMAS or BS8555) or a tailored system is being used or is planned, and if so what.**

Document reference:

.....

**B18 Specify what training and instruction staff will be given to ensure that this Permit (if granted) is complied with.**

Document reference:

.....

**B19 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example, is there a history of complaints, is the installation in an air quality management area?)**

Document reference:

.....

**B20 Are there any sites of special scientific interest (SSSIs) or European Sites which are within 500 metres of the installation?**

Yes  No

**If “yes”, please give names of the sites**

.....

**B21 Provide an assessment of whether the installation is likely to have a significant effect on such sites and, if it is, provide an assessment of the implications of the installation for that site, for the purposes of the Conservation (Natural Habitats etc) Regulations 1994.**

Document reference:

.....

**B22 Environmental Statements**

**Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999, or for any other reason with respect to the installation?**

Yes  No

**If “Yes” please supply a copy of the environmental impact assessment and details of any decision made**

Document reference:

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**B22 Additional Information**

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

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.....  
.....  
.....

**C Fees and Charges**

C1 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 Annual charges**

If we grant you a permit, you will be required to pay an annual subsistence charge.

If you don’t pay, your permit can be revoked and you will not be able to operate your installation.

Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges.

**Name:**

.....

**Address:**

.....

.....

**Postcode:**

.....

**Email:**

.....

### **C3 Commercial confidentiality**

Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial confidentiality?

If “**Yes**”, please provide full justification, considering the definition of commercial confidentiality within the Regulations (See the appropriate general guidance manual).

Document reference:

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### **C4 Data Protection Declaration**

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/> .

**C5 Declaration**

Signature of current applicant(s)\*

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 supporting documentation) I/We have supplied.

Please note that each individual applicant must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Premises name:

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Signature:

.....

Name:

.....

Position:

.....

Date:

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Signature:

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Name:

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Position:

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Date:

.....

\* Where more than one person is defined as the applicant, 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.