# TEST VALLEY BOROUGH COUNCIL

Application for a Part B permit

Environmental Permitting (England and Wales) Regulations 2016

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| Introduction |

When to use this form

If you are sending an application to a Local Authority under the [Environmental Permitting (England and Wales) Regulations 2016](https://www.legislation.gov.uk/uksi/2016/1154/contents) and the installation requires an air pollution control permit (known as a ‘Part B’ installation). This form is applicable to most Part B installations and mobile plant. There are separate forms for petrol service stations, vehicle respraying operations, dry cleaning operations and for ‘Part A2’ processes.

Before you fill in this form

Do please read relevant parts of the Defra [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/). Chapter 4 is about making an application, Chapter 7 is about how permits are decided, and Chapter 12 gives the meaning of Best Available Techniques (BAT). Other chapters introduce the Regulations and give information about various issues. You should also read the relevant [process guidance note](https://www.gov.uk/government/collections/local-air-pollution-prevention-and-control-lappc-process-guidance-notes) to see what standards and requirements are likely to be expected of your installation.

Pre-application discussions

It is advisable to talk to a member of the Council’s Environmental Protection team before you complete and submit your application. The officer concerned will check what type of permit you require and help guide you through the application process. To make contact initially and for advice, please contact the Environmental Protection team, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire, SP10 3AJ; tel. 01264 368000; email. [envhealth@testvalley.gov.uk](mailto:envhealth@testvalley.gov.uk) .

Completing the application form

Please fill in as much of it as possible, check that it is signed at the end and send it (either hard copy or by email) to Test Valley Borough Council at the above address. An application fee is payable (see Defra’s Part B [fees and charges scheme](https://www.gov.uk/government/publications/permits-for-solvent-emission-fees-and-charges-for-applications) for details); the application cannot be processed until payment is received. The relevant fee is payable either by cheque payable to Test Valley Borough Council or by debit card payment (by calling our customer services team on 01264 368000 and quoting the account code H200-9521).

Other documents you may need to submit

You will need to send us various other documents; the application form tells you which ones. We ask that you label each separate document clearly with a reference number or description to be cross-referenced with the application form. The application also needs to include one or more plans clearly showing the location and boundaries of the installation (not required for mobile plant applications).

**Access to public information and confidentiality**

When making your application you should bear in mind that a copy of the application form, together with all accompanying documents submitted in support of the application, must be placed on a public register and will also normally be disclosable under freedom of information legislation. Avoid sending any sensitive information unless inclusion is necessary for purposes of the application. If required, you are advised to highlight to the Council any information which you consider to be sensitive, for commercial reasons or otherwise, and your reasons for believing that it should not be placed on the public register or otherwise disclosed upon request. Any information you consider to be sensitive should be marked as such and sent in a separate document to other application documents. You will be informed if the Council agrees to withholding the information from the public register; note that there are very limited reasons only for doing so. See chapters 8 and 29 of the Defra [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/) for further information.

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| LAPPC application form: to be completed by the operator | | |
| For Local Authority use |  |  |
| Application reference | Officer reference | Date received |

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| A The basics  A1 Name and address of the installation   |  | | --- | | Postcode Telephone |   A2 Details of any existing environmental permit or consent *(for waste operations, please include planning permission for the site, including established use certificates, a certificate of lawful existing use, or why the General Permitted Development Order)*     |  |  |  | | --- | --- | --- | | Reference no. | Issuing regulator | Type of permit | |  |  |  | |  |  |  |   A3 Operator details (*The ‘operator’ = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)*   |  | | --- | | Name  Trading name, if different | | Registered office address  Principal office address, if different | | Company registration number |   A4 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.   |  | | --- | |  |  |  | | --- | |  |   No Yes   |  | | --- | | Name  Trading name, if different | | Registered office address  Principal office address, if different | | Company registration number |   A5 Who can we contact about your application?   |  | | --- | | Name + position  Tel  Email | |

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| B The installation  What activities are or will be carried on at the installation? Please include “directly associated activities” – this term is explained in Annex III in Part B of the [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/)   |  |  | | --- | --- | | Main activities | Section in Schedule 1 to the EP Regulations | |  |  | |  |  | |  |  |  |  |  |  | | --- | --- | --- | | Directly-associated activities (including waste operations) | Schedule 1 references (if any) | | |  | |  | |  | |  |   B2 Why is the application being made?   |  | | --- | |  |   new installation     |  | | --- | |  |   change to existing installation means it now needs a permit  B3 Site maps  Please provide:-   * A location map showing with a red line round the boundary of the installation   Doc reference   * A site plan or plans showing where all the relevant activities are on site, including storage areas, emission/discharge points, and any directly associated waste operations   Doc reference |

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| C The details  C1 How will the installation operate?  Doc reference:  C2 Emissions, techniques and monitoring?  What pollutants (including odour) and how much are expected to be emitted into the atmosphere? Please say which stage of the process each emission will come from and also whether from a particular chimney, vent or other source (fugitive). Please include emissions during starting and shutting down the plant, and from possible breakdowns or accidents identified by a risk assessment. (*Using process flow diagrams may help to simplify this.*)  What techniques will be used to minimise each emission in line with BAT? What monitoring has been undertaken (give results) and what monitoring is proposed?  Doc Reference:  C3 Environmental management?  What environmental management procedures and policy will you deploy?  Doc Reference:  C4 Impact on the environment?     1. what are the potential significant local environmental effects (including nuisance) of the foreseeable emissions? 2. are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation:  * 2km - where the installation includes Part B combustion, incineration (not cremation), iron and steel, or non-ferrous metal activities * 1km - where the installation involves mineral or cement and lime activities * ½ km - in all other cases?  |  | | --- | |  |  |  | | --- | |  |   No Yes   1. if “yes”, **i**s the installation likely to have a significant effect on thesesites and, if so, what are the implications for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the [general guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/) ) 2. has an environmental impact assessment been carried out for the installation under planning legislation or for any other purpose. If so, please provide a copy   Doc Reference: |

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| D Anything else?  Please tell us anything else you would like us to take account of.  *Doc Reference*  E Application fee  You must enclose the [relevant fee](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/charges-risk/) with your application. If your application is successful you will also have to pay an annual subsistence charge, so please say who you want invoices to be sent to.   |  | | --- | |  | |

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| F Protection of information  G1 Any confidential or national security info in your application?  If there is any information in your application you think should be kept off the public register for confidentiality or national security reasons, please say what and why. [General guidance manual](http://www.defra.gov.uk/environment/quality/industrial/las-regulations/guidance/) chapter 8 advises on what may be excluded. (*Don’t include any national security information in your application. Send it, plus the omitted information, to the Secretary of State or Welsh Ministers who will decide what, if anything, can be made public.)*  Doc Reference  G2 Please note: data protection  The information you give will be used by the Council to process your application. It will be placed on the relevant public register and used to monitor compliance with the permit conditions. We may also use and or disclose any of the information you give us in order to:   * consult with the public, public bodies and other organisations, * carry out statistical analysis, research and development on environmental issues, * provide public register information to enquirers, * make sure you keep to the conditions of your permit and deal with any matters relating to your permit * investigate possible breaches of environmental law and take any resulting action, * prevent breaches of environmental law, * offer you documents or services relating to environmental matters, * respond to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (if the Data Protection Act allows) * assess customer service satisfaction and improve our service.   We may pass on the information to agents/representatives who we ask to do any of these things on our behalf.  G3 Please note: it is an offence to provide false etc information  It is an offence under regulation 38 of the EP Regulations, 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 * intentionally to make a false entry in any record required to be kept under any environmental permit condition * with intent to deceive, to forge or use a document issued or required for any purpose under any environmental permit condition.   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). |

H Declarations A and B for signing, please

*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

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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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

Signature Name

Position Date

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