

Part A (2) Application form

Local Authority Pollution Prevention and Control Pollution Prevention and Control Act, 1999 Environmental Permitting (England and Wales) Regulations 2010



Introduction

When to use this form

If you are using an application to a Local Authority under the Environmental Permitting (England and Wales) Regulations 2010 and the installation requires an integrated pollution control permit (known as "Part A(2)" installations).

The appropriate fee must be enclosed with the application to enable it to be processed further. When complete, send the form and the fee and any additional information to:

Environmental Protection Team
North Norfolk District Council
Holt Road
Cromer
Norfolk NR27 9EN

Tel: 01263 516 085

Email: ep@north-norfolk.gov.uk

If you need help and advice

We have made the application 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.

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

Before you fill in this form

Please read relevant parts of the Defra general guidance manual. Chapter 4 is about making an application, Chapter 6 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 also need to read the relevant sector guidance note to see what standards and requirements are likely to be expected of your installation.

Pre-application discussions

It is usually sensible to talk to one of our Environmental Protection officers before you complete and submit the application. Contact us on 01263 516085.

Other documents you may need to submit

You will need to send us various other documents. The application form tells you which ones. It will be simplest for all concerned if you give a reference number for each document and record it on both this form and on the document itself. Please use any existing documents where you can and they are suitable.

Using continuation sheets

Feel free to use a continuation sheet but you need to clearly identify where you have done so.

Copies (not relevant for e-applications)

If you are submitting a paper application, please send the original and all other supporting material, for consultation purposes.

LAPPC application form: to be completed by the operator	
For Local Authority use	
Application Worksheet No:	
Date Received:	

A The Basics

A1 Name and address of the installation

Post Code	Telephone
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A2 Details of any existing environmental permit or consent (for waste operations, include planning permission for the site, plus established use certificates, a certificate of lawful existing use, or evidence why the General Permitted Development Order applies:

Reference Number	Issuing Regulator	Type of Permit

A3 The Operator (The “Operator” is the person who it is proposed will have control over the installation in accordance with the permit (if granted).)

Please provide the full name of company, partnership or corporate body:

Trading/business name (if different):

Registered Office address:

Post Code:

Telephone:

Principal Office address (if different):

Post Code:

Company registration number:

A4 Holding Companies

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 of Holding Company:

Trading Name, if different:

Registered office address:

Post Code:

Principal Office address (if different):

Post Code:

Company Registration Number:

A5 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 can be an agent or consultant.

Name

Position

Address

Post Code

Telephone Number

Fax Number

Email Address

B The Installation

B1 About 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.

Main activities	Section in Schedule 1 to the EP Regulations

Directly-associated activities	Schedule 1 references (if any)

B2 Why is the application being made?

- The installation is new
- Change to existing installation means it now needs a permit

B3 Site maps – please provide:

- **A location map with a red line round the boundary of the installation**

Document reference: _____

- **A site plan or plans showing where all the relevant activities are on site, including storage areas, emission/discharge points and site drainage:**

Document reference: _____

C The details

C1 How will the installation operate?

Document reference: _____

C2 Releases, techniques and monitoring?

What pollutants (including odour) and how much are expected to be released to air, water or land? Please say which stage of the process each release will come from and also whether from a particular chimney, vent, pipe or other source (diffuse or fugitive). Please

include releases 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 release in line with BAT? What monitoring has been undertaken (give results) and what monitoring is proposed?

Document reference: _____

C3 Groundwater discharges?

What discharges will there be of List I or List II substances? How will the Groundwater Regulations be complied with?

Document reference: _____

C4 Raw materials, water etc?

What raw and auxiliary materials, other substances and water do you propose to use?

Document reference: _____

C5 Waste?

What sorts and amounts of waste will be produced by the activities? What steps will be taken to comply with the revised Waste Framework Directive hierarchy (*prevention, preparation for re-use, recycling, other recovery, disposal*).

Document reference: _____

C6 Energy?

How much energy will be consumed and generated? Please identify each source and end use, and proposed measures to improve energy efficiency? Please list any climate change or carbon emission measure signed up to.

Document reference: _____

C7 Noise and vibration?

What are the main sources of environmental noise and vibration, where are the nearest noise-sensitive receptors, and what techniques will be used to minimise noise and vibration in line with BAT? Please provide data from any noise surveys.

Document reference: _____

C8 Site report?

Please provide a site report in line with Chapter 18 of the general guidance manual.

Document reference: _____

C9 How will the installation be returned to a satisfactory state?

What measures are proposed to be taken to avoid any pollution risk to land and return the site of the installation to a satisfactory state upon definitive cessation of activities?

Document reference: _____

D Non-Technical Summary

Please provide a non-technical summary of the information required above:

Document reference: _____

E Anything Else?

Please tell us anything else you would like us to take account of.

Document reference: _____

F Application Fee

You must enclose the relevant fee 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:

Name _____
Position _____
Address _____

Post Code _____

G 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](#) chapter 8 advises on what may be excluded. *(Do not 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.)*

Document 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 – As evidence of my/our competence to operate this installation in accordance with the EP Regulations, no offences have been committed in the previous five years relating to the environment or environmental regulation.

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:

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:
