

Part B Permit Application Form

Application for a Petrol Vapour Recovery Permit

Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act 1999

Environmental Permitting (England and Wales) Regulations 2016

Introduction

When to use this form

Use this form if you are applying to Bath and North East Somerset Council for a permit to operate a 'Part B' petrol vapour recovery installation (e.g. Petrol Stations) as defined in Schedule 1 of the Environmental Permitting (England and Wales) Regulations 2016.

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, republished in April 2012. This contains a list of other documents you may need to refer to when you are preparing your application, and explains some of the technical terms used. You will also need to read the relevant Process Guidance note. The EP Regulations can be obtained from the www.legislation.gov.uk website.

Which parts of the form to fill in

You should fill in as much of this form as possible. The appropriate fee must be enclosed with the application to enable it to be processed further. When complete return to:

Environmental Monitoring
Public Protection
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath BA1 1JG

Contact telephone number: 01225 396693

Other documents you may need to submit

There are a number of other documents you will need to send us with your application. Each time a request for a document is made in the application 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 this reference number and the application reference number, if you have been given one, which will be at the top of the form overleaf. If you do not have either of these, please use the name of the installation.

Using continuation sheets

In the case of the questions on the application 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 – *not relevant for e-applications*

Please send the original and 2 copies of the form and all other supporting material, to assist the Authority in conducting any necessary consultation process.

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 address given below if you need any advice on how to set out the information we need.

Environmental Monitoring
Public Protection & Health Improvement
Bath & North East Somerset Council
Lewis House
Manvers Street
Bath BA1 1JG
Contact telephone number: 01225 396693
environmental_monitoring@bathnes.gov.uk

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

A1 Applicant details

A1.1 Name of the installation

A1.2 Please give the address of the site of the installation

Postcode Telephone

The Ordnance Survey national grid reference *8 characters*,
for example, SJ 123 456 (can be obtained from typing postcode into one of the on-line mapping sites).

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A1.3 Existing permits:

Please give details of any existing LAPPC or LA-IPPC authorisation for the installation, or any waste management licences or water discharge consents, including reference number(s) and type(s):

Please provide the information requested below about the “Operator”, which means the person who it is proposed will have control over the installation in accordance with the permit (if granted).

A2.1 The Operator – Please provide the full name of company, partnership or corporate body

Trading/business name (if different)

Registered Office address

Postcode:

Principal Office address (if different)

Postcode:

Company registration number

A2.2 Holding Companies

Is the operator a subsidiary of a holding company within the meaning of section 1159 of the Companies Act 2006?

No ☐

Yes ☐ *name of ultimate holding company*

Registered office address

Postcode

Principal Office address (if different)

Postcode

Company registration number: _____

A3.1 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 _____

Postcode

Telephone number _____

Fax number _____

email address _____

B1 About the Installation

B2 Process and Control Information

B2.1 Is the service station located under permanent living quarters or working areas?

(Please tick)

☐ No

☐ Yes

B2.2 When was the Vapour collection equipment installed or when will it be installed?

B2.3 Volume of petrol unloaded into the service station in each of the last three calendar years? In cubic metres (i.e. litres divided by 1000). Circle the appropriate band.

YEAR	Volume of Petrol in M ³			
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000

B2.4 Are deliveries “Driver controlled”?

(Please tick)

☐ No

☐ Yes

B2.5 At a maximum, how many tanker compartments discharge into storage tanks at any one time, or will do so once a vapour collection system is in place? If the latter information is not known, a statement of what assessment will be made to determine the information and within what timescale. The information supplied under item B2.11 should be supplemented by a site specific assessment of the maximum number of tanker compartments which can be discharged whilst still maintaining the integrity of the vapour balancing system.

B2.6 Are diesel storage tanks connected to the vapour balance system?

(Please tick)

☐ No

☐ Yes

B2.7 Measures taken or to be taken for vapour emission control, both during unloading and in storage?

B2.8 Please attach process diagrams and plans of vapour collection equipment (including height and location of tank vent pipes, and general site layout).

Doc Reference: _____

B2.9 Unloading Procedure and Instructions

(attach further sheets if required). Doc Reference: _____

B2.10 Details of supervision, Training and Qualifications of Operating Staff (Details should be specific to “On Site” staff and include general statements about delivery drivers).

(attach further sheets if required). Doc Reference: _____

B2.11 Schedule of maintenance of vapour collection control.

(attach further sheets if required). Doc Reference: _____

B2.12 Schedule of examination and testing for vapour collection controls.

(attach further sheets if required). Doc Reference: _____

B2.13 Procedures and contingency measures in the event of vapour containment equipment failure.

(attach further sheets if required). Doc Reference: _____

B3 Impact on the Environment

B3.1 Provide an assessment of the potential significant local environmental effects of the foreseeable emissions (for example if there is a history of complaints, is the installation in an air quality management area?).

Doc Reference: _____

B3.2 Are there any sites of Special Scientific Interest (SSSIs) or European Sites, which are within 500 metres of the installation?

(Please tick)

☐ No

☐ Yes. Please provide further details. Doc Reference: _____

B3.3 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 purpose of the Conservation (Natural Habitats etc.) Regulations 1994.

Doc Reference: _____

B4 Environmental Statements

B4.1 Has an environmental impact assessment been carried out under The Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999, or for any other reason with respect to the installation?

(Please tick)

☐ No

☐ Yes. Please supply a copy of the environmental impact assessment and details of any decision made. Doc Reference: _____

B5 Additional Information

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

Doc Reference: _____

C1 Fees and Charges

The appropriate fee must be enclosed with the application to enable it to be processed further.
This can be found at the following web address or by telephoning 01225 396693:

www.bathnes.gov.uk/services/environment/pollution/environmental-permitting

Please state the amount enclosed as an application fee for this installation.

£.....

Cheques to be made payable to Bath and North East Somerset Council.

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

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

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C2 Annual subsistence charges

If we grant you a permit, you will be required to pay an annual subsistence charge, failure to do so will result in revocation of your permit and you will not be able to operate your installation.

C2.1 Please provide details of the address you wish invoices to be sent to and details of someone we may contact about fees and charges within your finance section.

Postcode: Telephone:

C3 Commercial confidentiality

C3.1 Is there any information in the application that you wish to justify being kept from the public register on the grounds of commercial or industrial confidentiality?

No ☐

Yes ☐

Please provide full justification, considering the definition of commercial confidentiality within the EP regulations.

Doc Reference

C3.2 Is there any information in the application that you believe should be kept from the public register on the grounds of national security?

No ☐

Yes ☐

Do not write anything about this information on the form. Please provide full details on separate sheets, plus provide a copy of the application form to the Secretary of State/Welsh Ministers for a Direction on the issue of National Security.

C4 Data Protection

The information you give will be used by the Local Authority 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.

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.

If you make a false statement

- we may prosecute you, and
- if you are convicted, you will be liable to a fine or imprisonment (or both).

C5 Declaration: 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:

Signature _____

Name _____

Position _____

Date _____

C6 Declaration

C6.1 Signature of current operator(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 operator must sign the declaration themselves, even if an agent is acting on their behalf.

For the application from:

Installation name: _____

Signature _____

Name _____

Position _____

Date _____

Signature _____

Name _____

Position _____

Date _____

** 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.*