

## Communities

BCP Council, 1 New Fields Business Park, Stinsford Road, Poole, BH17 0NF

Tel: 01202 261700

Email: [environment@bcpcouncil.gov.uk](mailto:environment@bcpcouncil.gov.uk)



# Application for a Part B permit

## Environmental Permitting (England and Wales) Regulations 2016

### 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](#) and the installation requires an pollution control permit (known as “Part B” installations).

#### Before you fill in this form

Do please read relevant parts of the DEFRA [General Guidance Manual](#). 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 also need to read the relevant [Process 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 pollution control officers before you complete and submit the application. Contact the Regulatory Team on 01202 261700 should you wish to discuss your application.

#### Which parts of the form to fill in

Please fill in as much of it as possible and enclose the appropriate fee. Then send it to:  
Regulatory Services, BCP Council, Units 1/2 New Fields Business Park, Stinsford Road,  
Poole, BH17 0NF.

#### 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 applications submitted by email*

If you are submitting a paper application, please send the original and 2 copies of the form and all other supporting material, for consultation purposes.

**LAPPC application form: to be completed by the Operator**

**For Local Authority Use**

Application Reference	Officer Reference	Date Received

**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  *Complete the information below*

**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 and position**

**Telephone**

**Email**

## B: The installation

**B1 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 (including waste operations)	Schedule 1 reference (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  
Document 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  
Document reference:

## C: The details

### C1 How will the installation operate?

Document 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?

Document Reference:

### C3 Environmental management?

What environmental management procedures and policy will you deploy?

Document Reference:

### C4 Impact on the environment?

- a) What are the potential significant local environmental effects (including nuisance) of the foreseeable emissions?
- b) are there any sites of special scientific interest (SSSIs) or European protected sites nearer than any of the following distances to the proposed installation:
  - 2 km - 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
- c) if “yes”, is the installation likely to have a significant effect on these sites 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](#))
- d) 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

Document Reference:

## 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](#) 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.

## F Protection of information

### F Protection of information

F1 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.

*(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.)*

Document Reference:

### F2 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.

### F3 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

*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:

Signature\_\_\_\_\_ Name\_\_\_\_\_

Position\_\_\_\_\_ Date\_\_\_\_\_

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\_\_\_\_\_



## Additional Guidance Notes

Section B1	Table – It may be helpful to look at the list of activities in Part 1 of Schedule 1 of the <a href="#">Environmental Permitting Regulations</a> . Please contact us if you have queries about completing this table.
Section C1	About the Installation – Tell us what you want to operate. Write a non-technical summary that explains the activity to be carried out. Include the type of emissions to atmosphere and any equipment including any extraction and abatement equipment. It may help to look at the Process Guidance Note that is relevant for your installation. These are available from the DEFRA website: <a href="https://www.gov.uk/government/collections/local-air-pollution-prevention-and-control-lappc-process-guidance-notes">https://www.gov.uk/government/collections/local-air-pollution-prevention-and-control-lappc-process-guidance-notes</a>
Section C2	Provide a complete list of the emissions produced by the installation, for example, Volatile Organic Compounds (VOCs), dust, odour etc.  Include details of key abatement plant used to reduce or remove the emissions, for example, bag filter, thermal oxidiser, alkaline scrubber etc  Provide a description of any measures to be put in place to monitor emissions.
Section C3	Provide evidence of any environmental accreditation that the Company hold. Include any details of any in-house procedures for an Environmental management System.
Section C4 a)	Consider the risk of local impacts on human health and habitats. You may find the information on risk assessments here useful: <a href="https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit#risks-from-your-site">https://www.gov.uk/guidance/risk-assessments-for-your-environmental-permit#risks-from-your-site</a> although you only need to provide a summary on this application.
Please contact us on <a href="mailto:environment@bcpcouncil.gov.uk">environment@bcpcouncil.gov.uk</a> if you require any further assistance or advice completing the application.	