



## Part B Permit Application form

### Unloading of Petrol into Storage at Petrol Stations

#### Local Authority Pollution Prevention and Control

Pollution Prevention and Control Act, 1999

Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended)

#### Introduction

##### **When to use this form**

This regime is known as Local Authority Pollution Prevention and Control, LAPPC. Installations permitted under this regime are known as B installations. Use this form if you are applying to a Local Authority to operate a service station where petrol is unloaded with a throughput of petrol over 100m<sup>3</sup> a year.

##### **Before you start to fill in this form**

Please read the Defra general guidance manual issued for LA-IPPC and LAPPC. 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 sector guidance note, BREF note or Process Guidance note as relevant. The Pollution Prevention and Control (England and Wales) Regulations 2000 can be obtained from The Stationary Office, or viewed on their website at: <http://www.legislation.gov.uk/ukxi/2000/1973/contents/made>

##### **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:

**Woking Borough Council, Environmental Health Service, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL.**

##### **Other documents you may need to submit**

*There are number of other documents you may 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.

##### **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.

##### **A1.1 Name of the installation**

**LAPPC Application Form: to be completed by the operator**

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

Ordnance Survey national grid reference 8 characters,

(for example, SJ 123 456) \_\_\_\_\_

**A1.3** Please give details of any existing LAPC or IPC authorisation for the installation, including reference number(s) \_\_\_\_\_

Please provide the information 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 or corporate body or the name of the sole trader or the names of the partners

\_\_\_\_\_

Trading/business name (if different)

\_\_\_\_\_

Registered Office address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Principal office address (if different)

**LAPPC Application Form: to be completed by the operator**

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

---

---

---

Postcode \_\_\_\_\_

Company registration number \_\_\_\_\_

**A2.2 Holding Companies**

Is the operator a subsidiary of a holding company within the meaning of Section 736 of the Companies Act 1985?

No

Yes  name of ultimate holding company \_\_\_\_\_

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?**

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

*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 number \_\_\_\_\_

Fax number \_\_\_\_\_

e-mail address \_\_\_\_\_

**B About the installation**

**B1.2 Why is the application being made?**

- the installation is new
- it is an existing Part B process authorised under the Environmental Protection Act for which a substantial change is proposed within 4 months of the transitional date and an LAPPC permit is required.

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

For additional guidance see paragraph 2.2 of Process Guidance Note [PG 1/14(2004) - Secretary of State's Guidance for Unloading petrol into storage at Petrol Stations].

No

Yes

**B2.2 When was 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**

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

in cubic metres (i.e. litres divided by 1000). Circle the appropriate band. You may wish to see paragraph 2.2 of Process Guidance Note [PG 1/14(2004) - Secretary of State's Guidance for Unloading petrol into storage at Petrol Stations] for the relevant timescales.

YEAR	VOLUME OF PETROL /m <sup>3</sup>			
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000
	<100	100-500	501-1000	>1000

**B2.4** Are deliveries "Driver Controlled"?

**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 this information and within what timescale. The information supplied under item 11 should be supplemented by a site specific assessment. (You may wish to refer to paragraph 6.1 of PG 1/14 Unloading of Petrol into Storage at Petrol Stations).

---



---

Doc Reference: \_\_\_\_\_

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

**No**

**Yes**

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

---



---

Doc Reference: \_\_\_\_\_

**B2.8** Please attach process diagrams and plans of vapour collection equipment (including height

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

and location of tank vent pipes)

**B2.9** Unloading procedure and instructions (please attach)

\_\_\_\_\_

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 concerning delivery drivers]

\_\_\_\_\_

\_\_\_\_\_

Doc Reference: \_\_\_\_\_

**B2.11** Schedule of maintenance of vapour collection control [please attach]

\_\_\_\_\_

\_\_\_\_\_

Doc Reference: \_\_\_\_\_

**B2.12** Schedule of examination and testing for vapour collection controls [please attach]

\_\_\_\_\_

\_\_\_\_\_

Doc Reference: \_\_\_\_\_

**B2.13** Procedures or contingency measures in the event of vapour containment equipment failure. [please attach]

\_\_\_\_\_

\_\_\_\_\_

Doc Reference: \_\_\_\_\_

**B3 Impact on the Environment**

**B3.1** Provide an assessment of the potential significant local environmental effects of the

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

foreseeable emissions (for example, is there 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?

No

Yes

Doc Reference: \_\_\_\_\_ Please give names of the sites

**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 purposes 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 & Wales) Regulations 1999, or for any other reason with respect to the installation.

No

Yes

Doc Reference: \_\_\_\_\_

(Please supply a copy of the environmental impact assessment and details of any decision made)

#### **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 enclosed charging scheme leaflet gives details of how to calculate the application fee. Your application cannot be processed unless the application fee is correct and enclosed.

**C1.1** Please state the amount enclosed as an application fee for this installation.

<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

£ \_\_\_\_\_ Cheques should be made payable to : **Woking Borough Council**

Payment			
You can pay the licence fee by enclosing a cheque made payable to <b>Woking Borough Council</b> or by supplying your card details below.			
Card number			
Expiry date		Issue number (if applicable)	
Cardholder's name (as shown on the card)			
Cardholder's statement address (including postcode)	.....		
	.....		
	.....		
Daytime telephone number (not a mobile)			
Authorised amount	£	Is a receipt required?	Yes .. No ..
Cardholder's signature			

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

**C1.2** Please give any company purchase order number or other reference you wish to be used in relation to this fee \_\_\_\_\_

**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.

**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 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.



<b>LAPPC Application Form: to be completed by the operator</b>		
For Local Authority use		
Application Reference:	Officer Reference:	Date received:

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,
- investigate possible breaches of environmental law and take any resulting action,
- prevent breaches of environmental law,
- 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 32 of the PPC 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 are liable to a fine or imprisonment (or both).

#### **C4.1 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: \_\_\_\_\_

**LAPPC Application Form: to be completed by the operator**

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

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.