



Solihull Metropolitan Borough Council

Application for a Part B Permit for unloading petrol into storage at petrol stations and filling of vehicle petrol tanks

Local Authority Pollution Prevention and Control Pollution Prevention
and Control Act,
1999 Pollution Prevention and Control (England and Wales)
Regulations 2016

When to use this form

Use this form if you are applying for a permit to a Local Authority to operate an installation unloading petrol into storage at petrol stations and filling of vehicle petrol tanks. 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:

Solihull MBC Managed Growth and Communities, Council House, Manor Square, Solihull,
B91 3QB

The fee is currently £257.00 (2017) but this changes every year so contact first before you send a cheque. Email [planning @solihull.gov.uk](mailto:planning@solihull.gov.uk)

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 G of the form, a relevant offence is any conviction for an offence relating to the environment or environmental regulation.

For Local Authority use

Application Reference:	Officer Reference:	Date received:
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LAPPC application form - to be completed by the operator

A The basics

A1. Name and Address of the Installation

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.)

A3 Operator details

(The 'operator' = the person who it is proposed will have control over the installation in accordance with the permit (if granted).)

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.

Yes No

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.

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.

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 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:

- a) the location of the fill points
- b) the buildings/structures
- c) the location of the petrol dispensers
- d) the height and location of the vent pipes
- e) the number, capacity and location of all storage tanks

Document reference:

B4 Technical documentation – please provide:

- a) Copy of “type approval” certificate where a site operates Stage II activities

C The details C1 Which of the following vapour monitoring systems will be in use?

a) active system with automatic monitoring (tick relevant)

b) active system without automatic monitoring

C2 Do you have environmental management procedures and policy?

Yes No

If yes, please supply a copy.

C3 Are there any sites of special scientific interest (SSSIs) or European protected sites nearer than 500m to the proposed installation?

Yes No

If 'yes', is the installation likely to have a significant effect on the special scientific interest or European protected sites?

Yes No

If 'yes', please write on a separate sheet or enclose a relevant document explaining what the implications are for the purposes of the Conservation (Natural Habitats etc) Regulations 1994 (see appendix 2 of Annex XVII of the general guidance manual)

Document reference

C4 Will emissions from the activity potentially have significant environmental effects (including nuisance)?

Yes No

If 'yes', please list the potential significant local environmental effects (including nuisance) of the foreseeable emissions on a separate document.

Document reference:

If 'yes', please enclose a copy of any environmental impact assessment which has been carried out for the installation under planning legislation or for any other purpose.

Document reference:

C5 Is the proposed installation sited under living quarters?

Yes No

D Anything else?

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

Document 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.

Company name

Name and position:

Telephone:

Email

F Protection of information

F1 Any confidential or national security information 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 :

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 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)

G 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 parties 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:
Signature: Name:
Position: Date:

For Local Authority use		

Application Reference:

Officer Reference:

Date received:

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A1.1 Name of the installation

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A1.2 Please give the address of the installation

.....

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Postcode.....Telephone.....

Ordnance Survey national grid reference *8 characters, for example, SJ 123 456*

A1.3 Existing authorisations:

Please give details of any existing LAPC or IPC authorisation for the installation, including reference number(s):

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.....

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 or corporate body

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Trading/business name (if different)

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Registered Office address

.....

.....

.....Postcode.....

Principal Office address (if different)

.....

.....

.....Postcode.....

Company Registration number

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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

.....

Registered office address

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.....

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.....Postcode.....

Principal Office address (if different)

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.....

.....

.....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 could be an agent or consultant rather than the operator.

Name.....

Position.....

Address.....

.....

.....Postcode.....

Telephone number.....

Fax number.....Email.....

B1 About the Installation

Please fill in the table below with details of all the current activities in operation at the whole installation.

In Column 1a *Activities in the stationary technical unit*

Please identify all activities listed in Schedule 1 to the PPC Regulations that are, or are proposed, to be carried out in the stationary technical unit of the installation.

In Column 1b *Directly associated activities*

Please identify any directly associated activities that are, or are proposed, to be carried out on the same site which:

- * have a technical connection with the activities in the stationary technical unit
- * could have an effect on pollution

In **column 2a and b Schedule 1 references**, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 1 of Schedule 1 to the PPC Regulations. For example, *Manufacturing glass where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b).

B1.1 Installation table for new permit application

COLUMN 1a	COLUMN 2a
Activities in the Stationary Technical Unit	Schedule 1 References
COLUMN 1b	COLUMN 2b
Directly associated activities	Schedule 1 References

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.

B.1.3 Site Maps

Please provide:-

A suitable map showing the location of the installation clearly defining extent of the installations in red

Doc Reference

A suitable plan showing the layout of activities on the site, including bulk storage of materials, waste storage areas and any external emission points to atmosphere

Doc Reference.....

B2 The Installation

Please provide written information about the aspects of your installation listed below. We need this information to determine whether you will operate the installation in a way in which all the environmental requirements of the PPC Regulations are met.

B2.1 Describe the proposed installation and activities and identify the foreseeable emissions to air from each stage of the process (this will include any foreseeable emissions during start up, shut down and any breakdown/abnormal operation)

The use of process flow diagrams may aid to simplify the operations

Doc Reference.....

B2.2 Once all foreseeable emissions have been identified in the proposed installation activities, each emission should be characterised (including odour) and quantified.

-atmospheric emissions should be categorised under the following

- (i) point source, (e.g. chimney / vent, identified by a number and detailed on a plan)
- (ii) fugitive source (e.g. from stockpiles / storage areas).

If any monitoring has been undertaken please provide the details of emission concentrations and quantify in terms of mass emissions. If no monitoring has been undertaken please state this.

(Mass Emission - the quantification of an emission in terms of its physical mass per period of time. Eg. Grams per hour, tonnes per year)

B2.3 For each emission identified from the installations' activities describe the current and proposed technology and other techniques for preventing or, where that is not practicable reducing the emissions. If no techniques are currently used and the emission goes directly to the environment, without abatement or treatment this should be stated

Doc reference.....

B2.4 Describe the proposed systems to be used in the event of unintentional releases and their consequences. This must identify, assess and minimise the environmental risks and hazards, provide a risk-based assessment of any likely unintentional releases, including the use of historical evidence. If no assessments have been carried out please state.

Doc Reference.....

B2.5 Describe the proposed measures for monitoring all identified emissions including any environmental monitoring, and the frequency, measurement methodology and evaluation procedure proposed. (e.g. particulate matter emissions, odour etc). Include the details of any monitoring which has been carried out which has not been requested in any other part of this application. If no monitoring is proposed for an emission please state the reason.

Doc Reference.....

B2.6 Provide detailed procedures and policies of your proposed environmental management techniques, in relation to the installation activities described.

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, is there a history of complaints, is the installation in an air quality management area?)

Doc Reference.....

- No
Yes *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 *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 that you would like us to take account of in considering this application.

Doc Reference

C1 Fees and Charges

A cheque, payable to Solihull Metropolitan Borough Council, is enclosed for the requisite application fee of £_____.

Please note that your application cannot be processed unless the correct application fee is received. The fee is subject to change each year and so you should check with the Health and Safety Team as to the current fee. The charging scheme is set by the Government Department for the Environment, Food and Rural Affairs and is published at www.defra.gov.uk.

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

C1.1 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 failure to do so will result in revocation of your permit and you will not be able to operate your installation.

For the year in which a permit is issued the charge is pro-rata for the remaining period of that year. The amount payable will be invoiced.

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.

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.....

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 confidentiality?

No

Yes

Please provide full justification, considering the definition of commercial confidentiality within the PPC 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 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,
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 that 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).

C5 Declaration

C5.1 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 himself or herself, 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.*