

## Part B Transfer form

# Notification to transfer a 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

This environmental permitting regime is known as and referred to as Local Authority Pollution Prevention and Control ('LAPPC'). Installations permitted under this regime are known as Part 'B' installations. Use this form if you already have a permit and wish to transfer the permit in whole or in part to another person (the proposed transferee). You may apply to transfer the whole or part of your permit under the Environmental Permitting (England and Wales) Regulations 2016 ("the EP Regulations"). Both the operator and the proposed transferee must jointly apply to have the permit transferred.

#### 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 May 2011. 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. The EP Regulations can be obtained from [www.legislation.gov.uk](http://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 transfer to enable it to be processed further. When complete return to:

*Solihull Metropolitan Borough Council, Managed Growth, Monitoring and Compliance, Council House, Manor Square, Solihull or email to [planning@solihull.gov.uk](mailto:planning@solihull.gov.uk)*

#### Other documents you may need to submit

There are number of other documents you may need to send us with your application for transfer. . Each time a request for a document is made in the 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 your permit reference number and the name of the installation.

#### Using continuation sheets

In the case of the questions on the 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***

You do not need to send multiple copies of this form, consultation is not required to surrender a permit.

**If you need help and advice**

We have made the 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 Applicant details**

**A1.1** Name of the installation

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

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**Postcode**

**Telephone**

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**A1.3** Permit reference number

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**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

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Postcode

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Principal Office address (if different)

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Postcode

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Company registration number

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### **A3.1 Who can we contact about your transfer notification?**

*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 \_\_\_\_\_

A4 The proposed transferee-please provide the full name of company or corporate body

Trading/business name if different

Registered Office address

Principal Office Address(if different)

Company registration number

Please indicate which address correspondence concerning the transfer should be sent to.

A4.1 Who can we contact about your application to have this permit transferred to you?

It will help us to have someone who we can contact directly with any questions about the transfer of this permit to you. The person you name should have the authority to act on behalf of the operator. This can be an agent or consultant rather than the operator.

Name

Position

Address

Telephone number

Email

**B1 Do you wish to transfer your permit in whole or in part?**

Surrender whole permit

Partial surrender

*In the case of partial transfer only, please fill in the table below with details of which parts of the installation are to be transferred to the proposed transferee, the 'transferred unit and which parts of the installation will be retained by the original operator..*

**In Column 1, Box A, Activities in the stationary technical unit which are to be retained by the operator.**

Please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to remain in operation by the original operator in the stationary technical unit of the installation.

**In Column 1, Box B, Directly associated activities which are to be retained by the operator.**

Please identify any directly associated activities that are, or are proposed, to be retained by the original operator on the same site which;

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

The transferred unit

**In Column 1, Box A(i), Activities in the stationary technical unit which are to, or have, ceased operation.**

Please identify all activities listed in Schedule 1 to the EP Regulations that are, or are proposed, to transfer to the proposed transferee in the stationary technical unit of the installation.

**In Column 1, Box B(i), Directly associated activities which are to, or have, ceased operation**

Please identify any directly associated activities that are, or are proposed, to be transferred to the proposed transferee 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 2, both Boxes A and B**, please quote the Chapter number, Section number, then paragraph and sub-paragraph number as shown in Part 2 of Schedule 1 to the EP Regulations [For example, *Manufacturing glass and glass fibre where the use of lead or any lead compound is involved*, would be listed as Chapter 3, Section 3.3, Part B(b)].

In the case of mobile plant please list any serial number which apply to plant or equipment.

### B1.1 Installation table for partial transfer of permit

COLUMN 1	COLUMN 2
<b>Box A</b> Activities to remain and retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box B</b> Directly associated activities to be retained by the original operator in the Stationary Technical Unit	Section in Schedule 1 of the EP Regulations
<b>Box A(i)</b> Activities proposed to be transferred to the proposed transferee	Section in Schedule 1 of the EP Regulations
<b>Box B(i)</b> Directly associated activities to be transferred to the proposed transferee	Section in Schedule 1 of the EP Regulations

### **B.1.2 Site Maps**

You do not need to provide a site map in case of an application to transfer the whole of your permit.

In the case of partial transfer of your permit only please provide:-

\* A suitable plan or map showing the activities on the site which are to be retained by the original operator and the activities which are proposed to transfer to the proposed transferee (the transferred unit) within the extent of the installation.

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

### **B2 Additional information**

**B2.1** Please supply any additional information which you would like us to take account of in considering this applications for transfer/

### **C1 Fees and Charges**

The enclosed charging scheme leaflet details how to calculate the fee for an application to transfer a permit. Your application cannot be processed unless the correct fee is enclosed

C1.1 Please state the amount enclosed as a fee for this application

(cheques should be made payable to Solihull MBC and sent to SMBC, Managed Growth, Monitoring and Compliance, Manor Square, Solihull)

C1.2 Please give any company purchase order number or other reference you wish to use in relation to this fee

### **C3 Commercial confidentiality**

**C3.1** Is there any information in this application to surrender, or partially surrender your permit, 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 EP Regulations.

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

**C3.2** Is there any information in the application to transfer, or partially transfer your permit, 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.

#### **C4 Data Protection**

The information you give will be used by the Local Authority to determine your application to transfer, or partially transfer your permit. It will be placed on the relevant public register. 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 EP Regulation 38 for the purpose of obtaining the transfer, or partial transfer of 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).



**C5 Declaration by transferees \* : 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

**C6 Declaration**

**C6.1 Signature of current operator(s)\***

I/ We certify that the information in this transfer application is correct. I/ We apply for a transfer of an existing permit in respect of the particulars described in this transfer 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 transfer 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.

**C6.2 Signature of the proposed transferee(s) \* applying to take over responsibility for the permit or part of the permit.**

I/We certify that the information in this transfer application is correct. I/We apply for a permit in respect of the particulars described in this transfer 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.

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.