



**WOKINGHAM  
BOROUGH COUNCIL**

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## **Application for a Part B permit**

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

### **Introduction**

Any businesses whose premises produce pollution are known as “installations”. These installations are one of the following:

- [part A2](#), sectors regulated under integrated pollution prevention and control, known as Local Authority Industrial Pollution Prevention and Control (LA-IPPC)
- [part B](#), known as Local Air Pollution Prevention and Control (LAPPC)

### **Part A permits**

Part A permits control activities with a range of environmental impacts including:

- Emissions to air, land and water
- Energy efficiency
- Waste reduction
- Raw materials consumption
- Noise, vibration and heat
- Accident prevention

### **Part B permits**

Part B permits control activities that cause emissions to air.

## Who regulates permits

Permits are available from the Environment Agency or your local authority (the regulator) depending upon the category your business falls within:

- Part A(1) installations or mobile plants are regulated by the Environment Agency
- Part A(2) and Part B installations or mobile plants are regulated by the local authority, except waste operations carried out at Part B installations which are regulated by the Environment Agency
- Waste operations or waste mobile plant carried on other than at an installation, or by Part A or Part B mobile plants, are regulated by the Environment Agency

## When to use this form

**USE THIS FORM IF YOU ARE SENDING AN APPLICATION FOR A “PART B” PERMIT** under the Pollution Prevention and Control (England and Wales) Regulations 2000 (as amended) (“the PPC Regulations”).

The appropriate fee must be paid with the application to enable it to be processed further. See the Fees and Payments page on the Council’s website [www.wokingham.gov.uk](http://www.wokingham.gov.uk)

When complete send this form to: [environmental.health@wokingham.gov.uk](mailto:environmental.health@wokingham.gov.uk)

## Before you start to fill in this form

Please read the Local Authority Pollution Control (LAPC): [general guidance manual](#). 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.

The Pollution Prevention and Control (England and Wales) Regulations 2000 can be read [here](#).

## 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.

**Copies**

If sending in paper form, please send the original and 3 copies of the form and all other supporting material, to assist consultation.

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

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):

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**

Trading/business name (if different):

Registered Office address:

Postcode:

Principal Office address (if different)

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

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 could be an agent or consultant rather than the operator.

Name

Position

Address

Postcode

Telephone number

Email address

## **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 Main Activities**

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

### **In Column 1b Directly associated activities**

Please identify any directly associated activities (this term is explained in Annex III in Part B of the [General Guidance Manual](#)

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).

## Installation table for new permit application

| COLUMN 1a                      | COLUMN 2a             |
|--------------------------------|-----------------------|
| Activities                     | 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:**

## **C The Details**

**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.**

### **C1 How will the installation operate?**

**Doc 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?

**Doc Reference:**

### **C3 Environmental management?**

What environmental management procedures and policy will you deploy?

**Doc 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:

- 2km - 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

**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**

For a list of fees and charges visit [Fees and payments \(wokingham.gov.uk\)](https://www.wokingham.gov.uk/fees-and-payments)

Your application cannot be processed unless the application fee is correct and paid.

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

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

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**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.

**Address:**

**Email:**

**Phone:**

## **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 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).

## **Personal Information Policy**

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council ("your information") to:

- ♦ deal with your requests and administer its departmental functions in the processing of your application;
- ♦ meet its statutory obligations;
- ♦ prevent and detect fraud;
- ♦ conduct surveys and research.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected members), central government Departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

## **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 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.